Focus POS Systems

Table of contents

1. Focus User Manual Setup
2. Focus Setup
3. Focus Info
4. Focus End User Configuration
5. File
6. Employees
   - 6.1 Employees
     - 6.1.1 Add a New Employee
     - 6.1.2 Modifying Existing Employee Information
     - 6.1.3 Deleting an Employee
     - 6.1.4 Printing a List of Employees
       - 6.1.4.1 Sample Employee List Report
     - 6.1.5 Finding Employees
     - 6.1.6 Import Employees
   - 6.2 Jobs
     - 6.2.1 Jobs
     - 6.2.2 Rights
     - 6.2.3 Timekeeping
     - 6.2.4 Commands
     - 6.2.5 Creating and Maintaining Jobs
   - 6.3 Labor Groups
   - 6.4 Messages
     - 6.4.1 How to Write Messages
   - 6.5 Scheduling
     - 6.5.1 Schedules
       - 6.5.1.1 Printing a Schedule
     - 6.5.2 Creating a Schedule
     - 6.5.3 Adding Sales Projection
     - 6.5.4 Availabilty
   - 6.6 Skills
   - 6.7 Termination Reasons
   - 6.8 Time Cards
     - 6.8.1 Editing Time Card Records
     - 6.8.2 Sample Time Card Printout
7. Customer
   - 7.1 Accounts
     - 7.1.1 Adding an Account
     - 7.1.2 Print a List of Customer Accounts
     - 7.1.3 Print Customer Accounts Labels
     - 7.1.4 Quick Set Customer Accounts Options
     - 7.1.5 Import Customer Accounts

7.1.6 Export Customer Accounts
7.1.7 Finding Customer Accounts
7.1.8 Loyalty Detail
7.2 Cities
7.3 Coupons
7.4 Customers
7.4.1 Adding a Customer
7.4.2 Print a List of Customers
7.4.3 Print Customer Lables
7.4.4 Quick Set Customer Options
7.4.5 Import Customers
7.4.6 Export Customers
7.4.7 Finding Customers
7.4.8 Loyalty Detail
7.5 Loyalty
7.5.1 Adding a Loyalty Customer
7.5.2 Print a List of Loyalty Customers
7.5.3 Print Loyalty Customer Labels
7.5.4 Quick Set Loyalty Customer Options
7.5.5 Import Loyalty Customers
7.5.6 Export Loyalty Customers
7.5.7 Finding Loyalty Customers
7.5.8 Loyalty Detail
7.6 Phone Prefixes
7.7 Plans
7.7.1 Loyalty Plans
7.7.2 Receipt
7.8 Streets
7.8.1 Import
7.9 Zones
8. Inventory
8.1 Enter Inventory
8.1.1 Adding a New Inventory
8.2 Enter Invoices
8.2.1 Adding a New Invoice
8.3 Groups
8.4 Inventory Items
8.5 Recipe
8.6 Adding Inventory Items
8.7 Subgroups
8.8 Units
8.9 Vendors
9. Printers
9.1 Drivers
9.2 Formats
9.3 Groups

9.4 Remote Check Formats
9.4.1 Formats
9.4.2 Header
9.4.3 Chase Printing
9.5 Remotes
10. Order Entry
10.1 Blackboards
10.2 Checks
10.2.1 Find
10.3 Check Filters
10.4 Discounts
10.5 Gratuities
10.6 Order Types
10.6.1 Order Types
10.6.2 Customer
10.7 Packages
10.8 Paid Ins
10.9 Paid Outs
10.10 Payments
10.11 Price Levels
10.12 Table Types
10.13 Tare Weights
10.14 Taxes
10.14.1 Taxes
10.14.2 Tables
10.15 Voids
11. Locations
11.1 Locations
11.1.1 Locations
11.1.2 Menus
11.1.3 CC Voucher
11.1.4 Guest Check
11.1.5 Guest Check (Formats)
11.1.6 Printer Assignments
11.1.7 Screen Layout
11.1.8 Cash Trays
11.2 Revenue Centers
11.3 Stations
11.3.1 Stations
11.3.2 Devices
11.3.3 Information
12. Reports
12.1 Groups
12.2 Reports
12.3 Setup
12.3.1 Reports

12.3.1.1 Activity Report
12.3.1.1.1 Sample Activity Report
12.3.1.2 Attendance Report
12.3.1.2.1 Sample Attendance Report
12.3.1.3 Batch Report
12.3.1.3.1 Sample Batch Report
12.3.1.4 Collection Report
12.3.1.5 Cumulative Item Count Report
12.3.1.5.1 Sample Cumulative Item Count Report
12.3.1.6 Cumulative Sales Report
12.3.1.6.1 Sample Cumulative Sales Report
12.3.1.7 Daily Item Count Report
12.3.1.7.1 File Format
12.3.1.7.2 Sample Daily Item Count Report
12.3.1.8 Daily Report
12.3.1.8.1 File Format
12.3.1.8.2 Sample Daily Report
12.3.1.9 Discounts/Voids Report
12.3.1.9.1 Sample Discount/Voids Report
12.3.1.10 External Report
12.3.1.11 Hourly Report
12.3.1.11.1 Sample Hourly Report
12.3.1.12 Inventory On Hand Report
12.3.1.12.1 Sample Inventory On Hand Report
12.3.1.13 Inventory Reorder Report
12.3.1.13.1 Sample Inventory Reorder Report
12.3.1.14 Inventory Usage Analysis Report
12.3.1.14.1 Sample Inventory Usage Analysis Report
12.3.1.15 Inventory Worksheet Report
12.3.1.15.1 Sample Inventory Worksheet Report
12.3.1.16 Labor Percentage Report
12.3.1.16.1 Sample Labor Percentage Report
12.3.1.17 Media Report
12.3.1.17.1 File Format
12.3.1.17.2 Sample Media Report
12.3.1.18 Overtime Limit Report
12.3.1.18.1 Sample Overtime Limit Report
12.3.1.19 Paid Out Report
12.3.1.19.1 Sample Paid Out Report
12.3.1.20 Payroll Report
12.3.1.20.1 File Format
12.3.1.20.2 Sample Payroll Report
12.3.1.21 Sales Accountability Report
12.3.1.21.1 Sample Sales Accountability Report
12.3.1.22 Sales Contest Report
12.3.1.22.1 Sample Sales Contest Report

12.3.1.23 Weekly Item Count Report
12.3.1.23.1 Sample Weekly Item Count Report
12.3.1.24 Employee Performance Report
12.3.1.24.1 Sample Employee Performance Report
12.3.1.25 Account Transaction Report
12.3.1.25.1 Sample Account Transaction Report
12.3.1.26 Account Statement Report
12.3.1.26.1 Sample Account Statement Report
12.3.1.27 Menu Item Report
12.3.1.27.1 Sample Menu Item Report
12.3.1.28 Gift Card Report
12.3.1.28.1 Sample Gift Card Report
12.3.1.29 Tip Pool Report
12.3.1.29.1 Sample Tip Pool Report
12.3.1.30 Production Report
12.3.1.30.1 Sample Production Report
12.3.1.31 Loyalty Report
12.3.1.31.1 Sample Loyalty Report
12.3.1.32 Inventory Detail Report
12.3.1.32.1 Sample Inventory Detail Report
12.3.1.33 Paid In Report
12.3.1.33.1 Sample Paid In Report
12.3.1.34 Drawer Report
12.3.1.34.1 Sample Drawer Report
12.3.2 Output
12.3.3 File Format
12.4 Tip Pools
13. Menu
13.1 Canvas Designer
13.2 Canvases
13.3 Menu Items
13.3.1 Assign
13.3.2 Find
13.3.3 Tools
13.3.3.1 Print
13.3.3.2 Quick Set
13.3.3.3 Import
13.3.3.4 Export
13.3.4 Recipe
14. Miscellaneous
14.1 Accounting Interface
14.2 Events
14.3 General
14.3.1 General
14.3.2 Screen Layout
14.3.3 Screen Layout (Commands)

14.3.4 Timekeeping
14.3.5 Restaurant
14.3.6 Credit Card/PMS/Gift Card
14.3.7 Customer
14.3.7.1 Customer Setup Screen
14.3.7.2 Account Setup Screen
14.3.7.3 Loyatly Setup Screen
14.3.8 Loyalty Receipt
14.4 Screen Formats
14.5 Time Ranges
15. Close Day
15.1 Cash Tray (Declare cash)
15.2 Close Day
15.2.1 Status
15.2.2 Close Day
15.3 Credit Cards
15.3.1 Batch
15.3.2 IFACE
15.3.2.1 Status
15.3.2.2 Log
15.3.2.3 Batch Detail
15.3.2.3.1 Force
15.3.2.4 Reconcile
15.3.3 Offline
15.3.4 Refunds
15.3.4.1 Refunding a Credit Card
15.4 Daily Inventory
15.5 Deposits
15.5.1 Adding a New Deposit
16. About

1. Focus User Manual Setup

info@focuspos.com

www.focuspos.com

Copyright © 2007 Focus POS Systems, Inc. All rights reserved

[TOP]

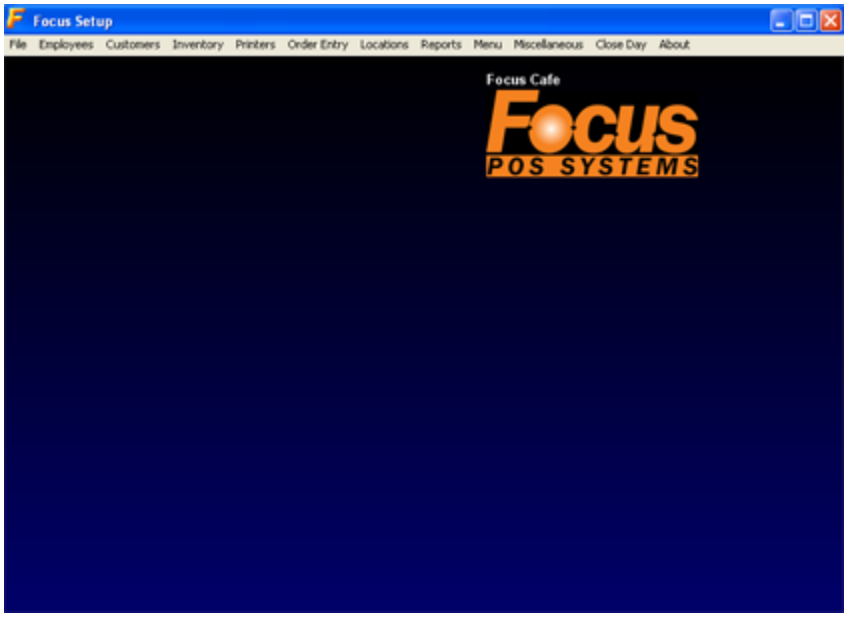
2. Focus Setup

Purpose
The Setup program is the essential **Focus** Module. The basic function of Setup is to create and maintain the data files. All of the system's user configurations and optional settings are established in Focus Setup. Access to Focus Setup is strictly controlled by Job Rights.

Focus Setup may be run on any Station that is part of the **Focus** system. **Focus** runs on one executable (.exe), therefore allowing the user access to Focus Setup from any station running **Focus**.

Focus Setup contains twelve pull down menus across the top of the workspace. Each menu consists of a window with a different, yet often related series or group of options and components.

The menus are File, Employees, Customers, Inventory, Printers, Order Entry , Locations, Reports, Menu, Miscellaneous, Close Day and About . Each menu brings up another menu or dialog box.


Focus Setup
File Employees Customers Inventory Printers Order Entry Locations Reports Menu Miscellaneous Close Day About
Focus Cafe
FOCUS
POS SYSTEMS

Modules
A Module is a part of the Focus System that allows a user to access parts of the software. The Optional Modules which are not part of the basic Focus System are listed below.

Figure x.x Module Description

Name	Description
EDC	Credit Card Module
PMS	Property Management Module
BOF	Back Office Module
SCH	Scheduling Module
INV	Inventory Module
CUS	Customer Module
GFT	Gift Card Module
NEP	Net ePay Module

[TOP]

3. Focus Info

The Focus System
Information in this manual is subject to change without notice and does not represent a commitment on the part of Focus Point of Sale Systems, Inc. This software and manual are provided "as is" without any warranty. Focus Point of Sale Systems, Inc. in no way guarantees the accuracy, correctness, or reliability of this software or manual. The entire risk of using this software and manual is assumed by the user, including any incidental or consequential damage. Focus Point of Sale Systems, Inc. disclaims all warranties, expressed or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose. The software described in this document, and this document is copyrighted and Focus Point of Sale Systems, Inc reserves all rights. Only the original purchaser may legally use this software. Use of this software constitutes your acceptance of the following license statement and the previous statements regarding liability.

License Statement
The **Focus** System and this manual are licensed to the original purchaser only. Backup copies of the software and this manual may be made. No other copying of The **Focus** system software or this manual may occur. Failure to comply with this statement voids the license. You agree to destroy all copies of the software and manual if the license is voided.

Trademarks
All brands and product names are trademarks or registered trademarks of their respective holder/s.

[TOP]

4. Focus End User Configuration

Configuration Techniques
Configuration of the **Focus** system to meet end-user operational requirements is simple and the processes used are consistent throughout all Modules. The following information is provided to orient the operator in the basic techniques that are recommended.

With very few exceptions, when a touch screen is provided, all fields in all Modules may be accessed by touch. When configuring the system areas of Setup, Employee and Canvas, however, it is recommended that both a mouse and a keyboard are available. All areas of Point of Sale where alphanumeric input is required are provided with a pop-out keyboard on screen.

Most Focus entities are pre-configured to a set number; there is no adding or deleting except for Employees, Menu Items, Inventory Items and Customers.

Figure x.x Keyboard Commands

Command	Description
Tab	Used to advance from one data field to the next.
Enter	Used to emulate OK on the dialog box.
Delete	Used to indicate that no selection is required from a drop down list. Select an option from the drop down list, press DELETE, <None> will be displayed.
Alt	Used wherever a Hot Key is indicated on screen by an underscored letter on a Command Button. For example, Save, OK, Find, Delete, etc.
Up/Down	Used to move Up and Down the drop down lists.

Figure x.x Screen Elements

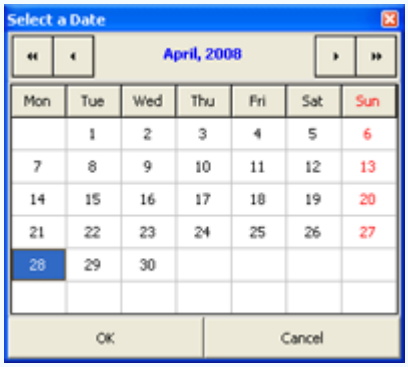
Element	Description		
Drop-Down List	A pre-configured list from which a selection must be made.		
Radio Box	A choice of options from which only one selection may be made.		
Status Box	☑ Selected ☐ Not Selected ☑ Inactive		
Text Box	To delete the contents of a text box, double-click the text box and then press the "Delete" key. To replace the contents of a text box, double-click the text box, then type the updated information directly over the selected area.		
Calendar		«	Skips to the previous year.
		‹	Skips to the previous month.
		›	Skips to the next month.
		»	Skips to the next year.

Figure x.x Import/Export Functions

Command	Description
All ->	Moves all available fields over to the Included fields section.
	Moves the selected item in Available Fields to the space selcted in the Included Fields section.
	Moves the selected item in Available Fields to the bottom of the list in the Included Fields section.
	Moves the selected item in Included Fields back to the list in Available Fields.
	Moves the selected item in Included Fields up the list.
	Moves the selected item in Included Fields down the list.
None	Moves all items in Included Fields back to the Available Fields section.

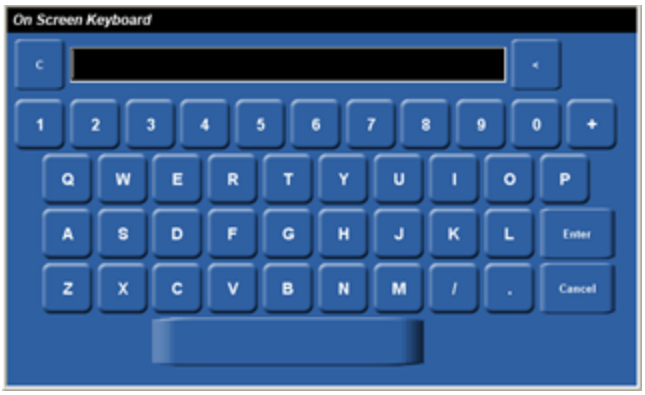
Figure x.x Standard Entry Formats

Time	Times are configured in 24 hour military format and must be expressed as MM:HH.
Date	Dates are configured in North American format: MMDDYYYY.

Figure x.x Miscellaneous

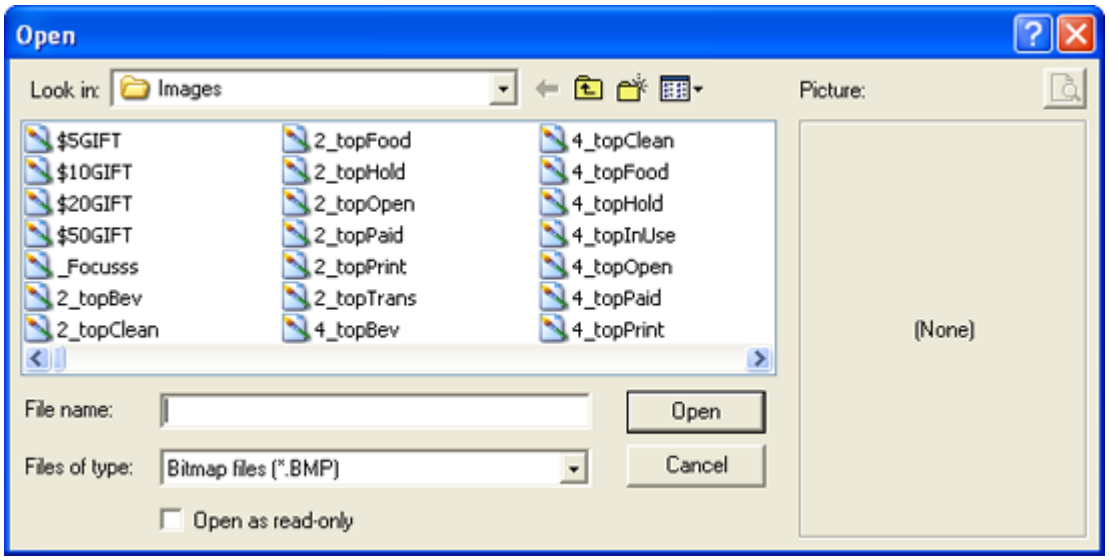
Italicized Labels	Any label that is italicized may be clicked on to drill down to another form.

On Screen Keyboard Keys



To select an image (.bmp or .jpg), audio (.wav) or audio/visual (.avi) file

- Click Image button .
- The Picture dialog box will be displayed.
- Select the directory required from the drop-down list.
- Click on the file required. The file name will be displayed in the file name field.
- Click Open. The Picture dialog box will be closed and the image selected will be displayed.



To deselect an Image, leave the File Name field empty.

[TOP]

5. File

Purpose

The File Menu is used to Logout and Quit the Setup Window.

Accessing the File Menu
While in Focus Setup, select File.

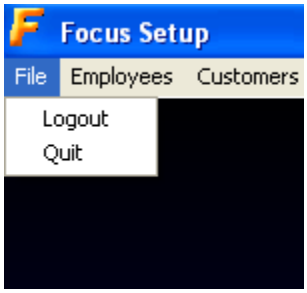


Figure x.x File Menu Options

Option	Description
Logout	Use to log out of Focus Setup.
Quit	Use to quit the Setup Module.

Related Topics

Job Right 'Office – Exit Software'

[TOP]

6. Employees

Purpose
The Employees Menu contains a variety of options for managing employees and maintaining detailed employment records. The Employee Menu is used by authorized personnel to enter and maintain employee name, address, contact information, employment status information, Job Rights and Labor Groups. An unlimited number of employees may be entered in the system. The ability to enter or view employee information is carefully controlled by Job Rights. Only those users who have the designated employee Job Rights will be able to access the Employee Module.

Accessing the Employee Window
While in Focus Setup, select Employees.

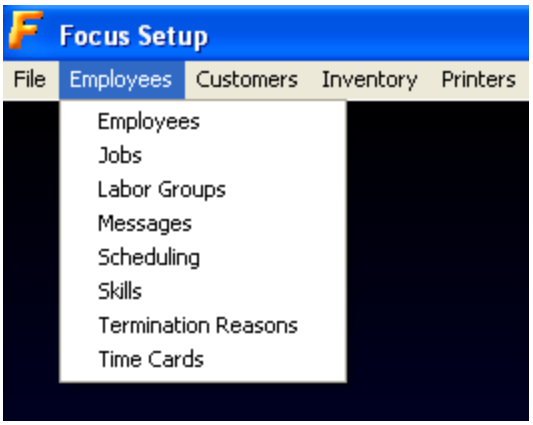


Figure 1.1 Employee Menu Options

Option	Description
Employees	Add, remove and maintain employees.
Jobs	Add, remove and maintain Jobs.
Labor Groups	Add, remove and maintain Labor Groups.
Messages	Send messages to employees.
Schedules	Create, edit and print employee schedules.
Skills	User-defined levels of employee competency.
Termination Reasons	List of possible Termination Reasons.
Time Cards	Edit employee Time Cards.

Related Topics (none)

[TOP]

6.1 Employees

Purpose
The Employees Window is used to add, edit and delete employees. In addition, an employee list may be generated and printed from this window. Access to the Employee Window is controlled by Job Rights.

Restrictions
If the user does not have the 'Edit Employees' or 'View Employees' Job Right the employee menu option appears grayed. If the user is restricted to specific Jobs then only employees that have one of those Jobs appear in the list. If the user has the 'View Employees' Job Right but does not have the 'Edit Employees' Job Right then the user is not allowed to edit employee values and the Delete button is also disabled. The Add button is disabled if the user does not have the 'Add Employees' Job Right.

The following fields may only be viewed if the user has the associated Job Right: Access Code, Jobs, Pay Rates, Employment Status and Skills. **Note:** These fields are accessible and all validations are performed while adding employees. If the user has the 'View Employees' Job Right but not the 'Edit Employees' Job Right then any values entered into these fields are not saved.

Accessing the Employees Window
While in Focus Setup, select Employees > Employees.

Figure x.x Employee Fields

Field	Description
Employees	A list of existing employees automatically sorted alphabetically by last name. Select an employee name to display all associated data for the selected employee. The list of active employees is shown by default. Terminated and Inactive employees do not appear in the list. If the user is restricted to specific Jobs then only employees that have one of those Jobs appear in the Employee List.
First Name	**Required -** The employee's First Name, up to 20 alphanumeric characters. The first letter is automatically capitalized.
Last Name	**Required -** The employee's Last Name, up to 20 alphanumeric characters. The first letter is automatically capitalized.
Nickname	**Required** - The employee's preferred Nickname, up to 15 alphanumeric characters. The Nickname will be printed on the Guest Check, Activity, Attendance and Transaction Reports. If a Nickname is not entered the field defaults to the employee's First Name followed by the first letter of the Last Name. Example: The Nickname for Sam Brown would be "Sam B."
Picture	Display an employee picture selected from a graphic file. Click on the employee picture to select a picture. Tab to the employee picture and press the Delete key to remove the picture.
ID1	An up to 20 alphanumeric character employee identifier. This field may be masked to enforce a specific format. The meaning of this field will vary by restaurant. In most cases ID1 is the user's social security number. The ID1 mask specified in time-keeping setup restricts the input that may be entered into this field. The length of the input must match the length of the mask otherwise the message "Length of the ID field must match the mask " is displayed. For example, if the mask "999-99-9999" is specified then the value 123- would be invalid input.
ID2	An up to 20 alphanumeric character employee identifier. This field may be masked to enforce a specific format. ID2 is used by the ADP interface. The meaning of this field will vary by restaurant. In most cases ID2 is the employee number assigned by the restaurant. The ID2 mask specified in time-keeping setup restricts the input that may be entered into this field. The length of the input must match the length of the mask otherwise the message "Length of the ID field must match the mask " is displayed. For example, if the mask "999-99-9999" is specified then the value 123- would be invalid input. If the payroll data is imported into ADP then valid values for ID2 are between 51 and 999999.)
Access Code	**Required -** A unique 1 to 4-digit numeric code used by the employee to gain access to the system.

	If the Access Code entered is not unique, an error message that contains the name of the employee that has the access number is displayed. Via the Access Code label, the next available sequential code may be generated automatically. A magnetic or bar code card can be used to input the code in this field.	
Address	The employee's street Address, up to 30 alphanumeric characters.	
City	The employee's City.	
State	The employee's State.	
Zip Code	The employee's Zip Code.	
Emergency Phone #	Emergency telephone numbers use this format: (999) 999-9999.	
Emergency Contact	The name of the person, up to 20 alphanumeric characters, to be contacted for this employee in case of an emergency.	
Phone # 1	The employee's telephone numbers use this format: (999) 999-9999.	
Phone # 2	Alternate telephone numbers use this format: (999) 999-9999.	
W4 Status	**Single**	Selected if the employee is single.
	Married	Selected if the employee is married.
	Married: Withhold at single rate	Selected if the employee is married, but chooses the single rate for the purpose of withholding.
W4 # of Allowances	The number of allowances requested by this employee, up to 99.	
W4 Amount	The amount of any additional withholding for this employee, up to 999.99.	
Birth Date	The employee's date of birth. Use the mm/dd/yyyy format.	
Hire Date	The employee's date of hire. Use the mm/dd/yyyy format.	
Last Raise	The date on which the employee last received a raise. Use the mm/dd/yyyy format.	
Termination	The employee's termination date, if applicable. Use the mm/dd/yyyy format.	
Termination Reason	Select the reason the employee was terminated from the list of available reasons.	
Salary/Day	The amount an employee is paid per day.	
Employment Status	**Active**	Select this option if the employee is currently active in the system.
	Inactive	Select this option if the employee is inactive and can not clock in.
	Terminated	Select this option if the establishment no longer employs the employee. Terminated status prevents employee access.
Language	Select the Language to be used to display various prompts and messages for the employee.	
Pager #	The employee's pager number uses this format: (999) 999 – 9999.	
Options	**Require Card**	The employee must use a magnetic card, keyboard, scanner or fingerprint to enter the Access Code and to gain access to the system.

	Extend Rights	Selected if the employee will have a superset of Job Rights comprised of the rights associated with all of the employee's Jobs.
	Clock In/Out Only	Selected if the Time Clock Module is the only Module available to this employee.
	Enforce Scheduling	Selected if the employee is only allowed on the clock if there is a valid schedule time, otherwise a manager's approval is required.
	Fingerprint at Clock In	Requires the employee to use a fingerprint to clock in/out.
	Fingerprint Required	Selected if the employee is required to use a fingerprint to log in at all times.
Jobs 1-6	Select from the list of Available Jobs that this employee will be assigned. The first Job is required and must be assigned. All other Job assignments are optional. Jobs 1 through 6 must be assigned sequentially. **Note:** The current Job should never be changed while the employee is clocked in.	
Pay Rate 1-6	The hourly pay rate, up to $999.99, for each Job assignment.	
Skill	The Skill level of the employee for each listed Skill. Each Skill Level must be between 0 and 10, with 10 being the highest.	

Figure 1.2 – Employee Commands

Command	Description
Close	Closes the Employee window.
Save	Saves current changes.
Add	Adds a new employee.
Delete	Deletes an employee.
Find	Finds employees based on Job Code or Employment Status.
Tools	Allows access to the additional commands: Print the current employee, Print all employees, and Import employees.
Cancel	Cancels changes made prior to saving.

Related Topics

Job Right 'Employees - Edit Employees'

Job Right 'Employees - Add Employees'

Job Right 'Employees - View Employees'

Job Right 'Employees - View Access Code'

Job Right 'Employees - View Jobs'

Job Right 'Employees - View Pay Rates'

Job Right 'Employees - View Employment Status'

Job Right 'Employees - View Skills'

Add a New Employee

Modify Existing Employee Information

Deleting an Employee

Printing a List of Employees

Finding Employees

Import Employees

[TOP]

6.1.1 Add a New Employee

Purpose
The steps to add a new employee to the system are listed below.

Procedure to Add a New Employee

- Access the Setup > Employees > Employees Window.
- Click Add.

  The Job, Rates, Require Card, Extend Rights, Clock In/Out Only, Enforce Scheduling, Language, W4 Status, # of Allowances, W4 Additional Amount, and Employment Status fields are automatically initialized to the fields of the current employee.
- Enter the employee's information (see Figure x.x).
- Click Add or press the Enter key to save the employee and continue adding employees.
- Click Save to save the employee and exit add mode.
- Click Cancel or press the Escape key to exit add mode without saving the current employee.
- Click Close to close the form without saving the employee.

Related Topics

Job Right 'Employees - Edit Employees'

Job Right 'Employees - Add Employees'

Job Right 'Employees - View Employees'

Job Right 'Employees - View Access code'

Job Right 'Employees - View Jobs'

Job Right 'Employees - View Pay Rates'

Job Right 'Employees - View Employment Status'

Job Right 'Employees - View Skills'

[TOP]

6.1.2 Modifying Existing Employee Information

Purpose
The steps to modify existing employee information are listed below.

Restrictions
If termination is the reason for modifying the information, Employee Termination Reasons must be established prior to completing this procedure. If the user does not have the 'Edit Employees' Job Right then the user will not be able to Add, Edit or Delete employees.

Procedure to Modify Existing Employee Information

- Access the Setup > Employees > Employees Window.

- Select the employee name in the Employee List to display information for the selected employee. Verify that the employee to change is highlighted.
- Make any necessary modifications to the employee information. **Note:** The employee's pay rates should not be changed while the employee is clocked in. Past payroll records are not changed by pay rate changes.
- Click Save.

Related Topics

Job Right 'Employees - Edit Employees'

Job Right 'Employees - Add Employees'

Job Right 'Employees - View Employees'

Job Right 'Employees - View Access Code'

Job Right 'Employees - View Jobs'

Job Right 'Employees - View Pay Rates'

Job Right 'Employees - View Employment Status'

Job Right 'Employees - View Skills'

[TOP]

6.1.3 Deleting an Employee

Purpose
The steps to delete an employee are listed below.

Restrictions
If the user does not have the 'Edit employees' Job Right then the user will not be able to delete an employee. If the employee is currently clocked in, the error message "An employee may not be deleted while clocked in." is displayed. You will need to clock the employee out or manually clock them out through the Time Cards Module.

Procedure to Delete an Employee

- Access the Setup > Employees > Employees Window.
- Select the employee name in the Employee List to display the employee information for the selected employee. Verify that the employee to delete is highlighted.
- Click Delete.
- Click Yes to confirm the deletion.

Related Topics

Job Right 'Employees - Edit Employees'

Job Right 'Employees - View Employees'

Time Cards

[TOP]

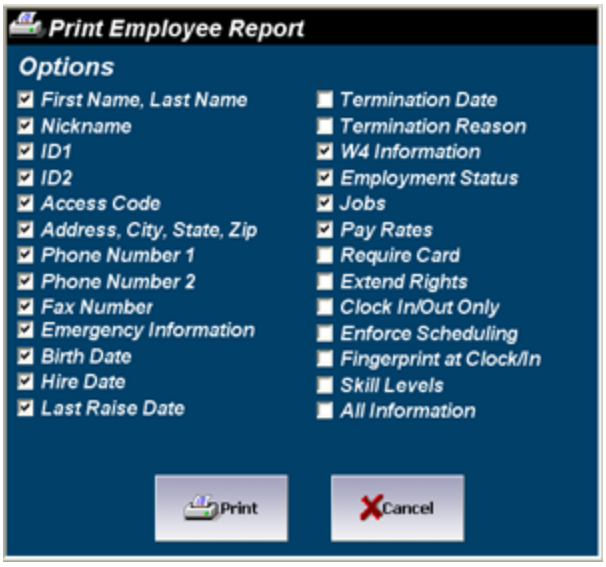
6.1.4 Printing a List of Employees

Purpose
The steps to print employee information are listed below. You can print the information for the current employee or a list of all employees.

Procedure to Print a List of Employees

- Access the Setup > Employees > Employees Window.
- Click Tools.

- Click the appropriate Print Current or Print All option.



- Choose which options you want printed on the report.
- Choosing All Information will select or deselect all options.
- Click Print.

Related Topics

Job Right 'Employees - View Employees'

[TOP]

6.1.4.1 Sample Employee List Report

Purpose
A sample Employee List Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Employee List Report

```
Focus Cafe
                  Employee List  (5/25/2007 11:24:23 AM) Page 1

================================================================================
 Baker, Sarah                          Sarah B.
 Bartender, Billy                      Billy B.
 Boat, Tony                            Tony B.
 Boop, Betty                           Betty B.
 Busser, Bobby                         Bobby B.
 Cashier, Kathy                        Kathy C.
 Cook, Charles                         Charles S.
 Driver, Danny                         Danny D.
 Focus, Installer                      Installer F.
 Louie, Chef                           Chef L.
 Man, Sales                            Salesman
 Manager, Barbara                      Barbara M.
 Manager, Mike                         Mike M.
 Manager, Steve                        Steve M.
 Mummart, Sharon                       Manager S.
 Server, Bill                          Wild Bill
 Smith, Frank                          Frank S.
 Smothers, Sally                       Silly Sall
 Taker, Order                          Order T.
```

Figure x.x Employee List Report Fields

Field	Description
First Name, Last Name	Prints the employee's First and Last Name.
Nickname	Prints the employee's Nickname.
ID1	Prints the employee's ID1 field.
ID2	Prints the employee's ID2 field.
Access Code	Prints the employee's Access Code.
Address, City, State, Zip	Prints the employee's Address, City, State and Zip Code.
Phone Number 1	Prints the employee's Phone Number 1.
Phone Number 2	Prints the employee's Phone Number 2.
Emergency Information	Prints the employee's Emergency Phone Number and Contact.
Birth Date	Prints the employee's Birth Date.
Hire Date	Prints the employee's Hire Date.
Last Raise Date	Prints the employee's Last Raise Date.
Termination Date	Prints the employee's Termination Date.

Termination Reason	Prints the employee's Termination Reason.
W4 Information	Prints the employee's W4 Information.
Employment Status	Prints the employee's Employment Status.
Jobs	Prints the Jobs assigned to the employee.
Pay Rates	Prints the employee's Pay Rates according to Job.
Require Card	An "X" will print if the employee has the Require Card option.
Extend Rights	An "X" will print if the employee has the Extend Rights option.
Clock In/Out Only	An "X" will print if the employee has the Clock In/Out Only option.
Enforce Scheduling	An "X" will print if the employee has the Enforce Scheduling option.
Fingerprint at Clock/In	An "X" will print if the employee has the Fingerprint at Clock In option.
Fingerprint Required	An "X" will print if the employee has the Fingerprint Required option.
Skill Levels	Prints the employee's Skill Levels.
All Information	Prints all employee information.

Related Topics (none)

[TOP]

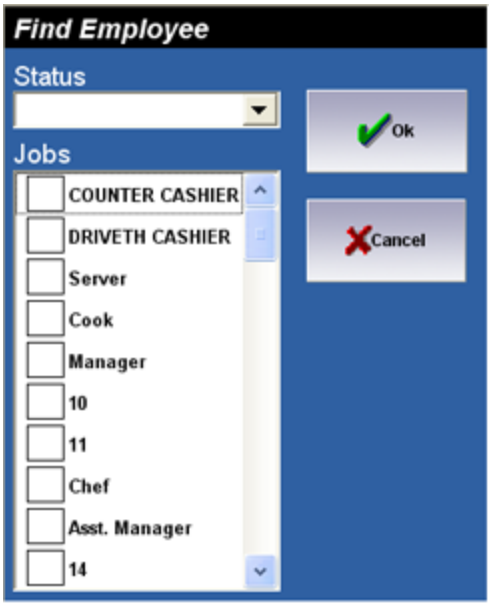
6.1.5 Finding Employees

Purpose
The steps to find a list of employees with a particular Employment Status or Job are listed below.

Restrictions
The Employee List can be restricted to those employees with specific Jobs or a particular Employment Status.

Procedure to Find Employees

- Access the Setup > Employees > Employees Window.
- Click Find.



- To find employees with a specific Employment Status, select the Status from the drop-down List: Active, Inactive or Terminated.
- To find employees that are assigned specific Jobs select the Jobs in the Job List. **Note:** Multiple Jobs may be selected.
- Click Ok.

Related Topics

Job Right 'Employees - View Employees'

Accessible Jobs

[TOP]

6.1.6 Import Employees

Purpose
The steps to import a list of employees are listed below.

Restrictions
The format of the file to be imported should be as follows. The first line should contain the field names to be imported in quotes followed by commas. The fields that may be imported are:

"FirstName","LastName","Nickname","ID1","ID2","Address","City","State","Zip","PhoneNumber1","PhoneNumber2","EmergencyPhoneNumber","EmergencyContact","BirthDate","HireDate",
"LastRaiseDate","TerminationDate","TerminationReason","EmploymentStatus","JobCode1","JobCode2","JobCode3","JobCode4","JobCode5","JobCode6,"PayRate1","PayRate2","PayRate3",
"PayRate4","PayRate5","PayRate6","AccessCode","ExternalJob1","ExternalJob2","External Job3","ExternalJob4","ExternalJob5","ExternalJob6"

Procedure for Importing Employees

- Access the Setup > Employees > Employees Window.
- Click Tools and then click Import.

- Select the file containing the import information and click OK. The imported employee records will now appear in the Employee List.

Related Topics

Job Right 'Employees - Edit Employees'

Job Right 'Employees - Add Employees'

[TOP]

6.2 Jobs

Purpose
The Jobs Window is used to establish and maintain Job specific information. Jobs represent categories of employees that have the same set of system capabilities. Up to 64 Jobs may be maintained in the system.

Accessing the Jobs window
While in Focus Setup, select Employees > Jobs.

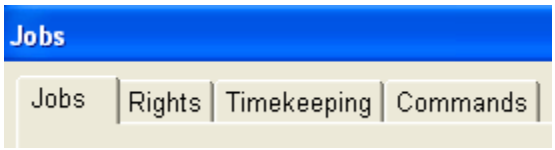


Figure x.x Jobs Options

Option	Description
Jobs	Used to name the Jobs and assign the appropriate options for Jobs.
Rights	Used to configure access levels for Jobs.
Timekeeping	Used to establish and maintain different Timekeeping options for Jobs.
Commands	Used to configure the Command Ribbon used in Focus Order Entry.

Related Topics

Job Right 'Office – Job'

[TOP]

6.2.1 Jobs

Purpose
The Jobs Window allows you to name the Jobs and assign the appropriate options for each Job.

Accessing the Jobs window
While in Focus Setup, select Employees > Jobs.

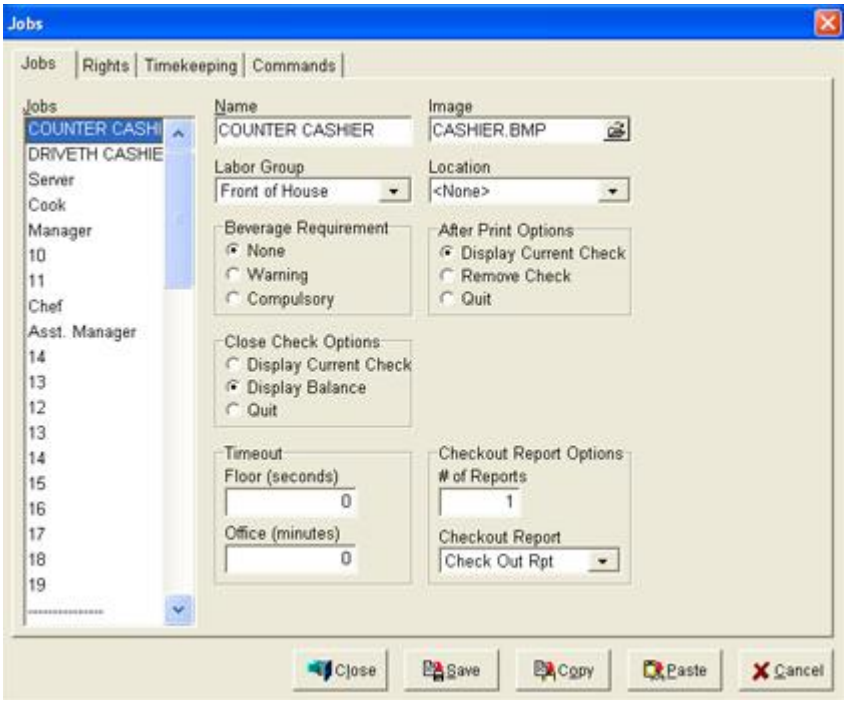


Figure x.x Jobs Fields

Field		Description
Jobs		The list of available Jobs.
Name		**Required -** Choose a name for each Job. The name may be up to 15 alphanumeric characters.
Image		A graphic that represents the Job.
Labor Group		**Required -** A Labor Group selected from the list of available Labor Groups.
Location		A Location selected from the list of available Locations. If a Location is selected it overrides the Location defined for the Station.
Beverage Requirement	**None**	Turn this option on if there is no Beverage Requirement.
	Warning	Turn this option on if the user should be warned that the Beverage Requirement has not been met but may still print the check.

	Compulsory	Turn this option on if the Beverage Requirement must be satisfied before the check can be printed.
After Print	**Display Current Check**	Turn this option on if the current check should remain on the screen after it has been printed.
	Remove Check	Turn this option on if the current check should be removed from the screen. The Total and Balance Due will remain on the screen after it has been printed.
	Quit	Turn this option on if the user should be returned to the Entry screen after the check has been printed.
Close Check Options	**Display Current Check**	Turn this option on if the check is to remain on the screen after it has been closed.
	Display Balance	Turn this option on to remove the check from the screen but continue to display the balance of the check after it has been closed.
	Quit	Turn this option on to return to the Entry screen. This option overrides the Job Right 'Return to Order Access After Close' after it has been closed.
Time Out	**Floor in Seconds**	Enter the number of seconds, up to 9999, after which the terminal will return to the Entry screen if the Station is inactive while the Order Entry screens is displayed.
	Office in Minutes	Enter the numbers of minutes, up to 9999, after which the terminal will return to the Entry screen if the Station is inactive and the user has left Focus Setup.
Checkout Report Options	**Number of Reports**	Enter the number of copies of the Checkout Report, 0 to 9 that will print when the user clocks out.
	Checkout Report	Select the report that will print when the user clocks out.

Figure x.x Jobs Commands

Commands	Description
Close	Closes the Jobs window.
Save	Saves current changes.
Copy	Copies the selected Job.
Paste	Pastes the copied Job information into a new Job position.
Cancel	Cancels changes made prior to saving.

Related Topics

Job Right 'Office – Jobs'.

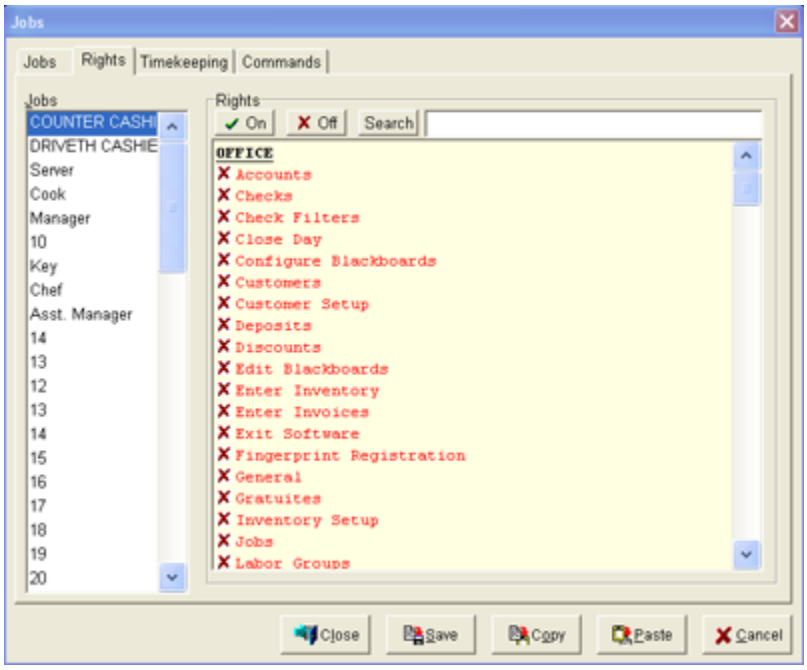
[TOP]

6.2.2 Rights

Purpose
The Rights Window is used to establish Job Rights (access levels) for different Jobs. Job Rights also determine the functions that are available in Focus Order Entry.

Note: Turning on all Job Rights for a particular Job will more than likely create an undesirable result in the way the software works. (i.e. turning on the Job Right to 'Require Name' will cause you to always enter a name even though you are using table numbers.)

Accessing the Job Rights Window
While in Focus Setup, select Employees > Jobs > Rights.



Procedure to set Job Rights
Select an option and select either On or Off to assign Job Rights to the Job selected. **Note:** All Job Rights are extendable unless they have an (NE) beside them. An extendable Job Right allows all of the employee's Jobs to be considered, not just the Job associated with the employee's current clock in to determine if the user is allowed access to a specific function. The Job Right associated with the employee's clock in is used to determine whether an employee is allowed access to the related function.

- On: A ✓ plus green text indicates a Job Right is turned on.
- Off: A X plus red text indicates a Job Right is turned off.
- Search: Search allows multiple words to be entered. Any Job Right with one or more words are displayed in a list.
- Section Header: Clicking on the section header does not turn on or off any Job Rights. No specific Job Right is related to the heading itself. Note: Section headers are underlined (Office in the above picture).

Figure x.x Job Rights - Office

Accounts	Allows the user to Add, Edit, and Delete customer Accounts.
Checks	Allows the user to view checks in Focus Setup.

Check Filters	Allows the user to configure Check Filters.
Close Day	Allows the user to Close Day.
Configure Blackboards	Allows the user to configure Blackboards in Focus Setup as well as in the Detail button (see "Manager's Wrench > Blackboard") and from the Manager Wrench in Focus Order Entry (see Entry Screen > Manager Wrench > Blackboards > Details).
Customers	Allows the user to Add, Edit and Delete Customers.
Customer Setup	Allows the user to edit customer Coupons, Plans, Phone Prefixes, Streets and Zones.
Deposits	Allows the user to enter Deposits.
Discounts	Allows the user to configure Discounts.
Edit Blackboards	Allows the user to edit Blackboards from the Manager Wrench.
Enter Inventory	Allows the user to Enter Inventory.
Enter Invoices	Allows the user to Enter Invoices.
Exit Software	Allows the user to terminate the software.
Fingerprint Registration	Allows the user to register a fingerprint for an employee.
General	Allows the user to configure options in the General Window.
Gratuities	Allows the user to configure Gratuities.
Inventory Setup	Allows the user to edit Inventory Groups, Ingredients, Recipes, Subgroups, Units, and Vendors.
Jobs	Allows the user to configure Jobs.
Labor Groups	Allows the user to configure Labor Groups.
Locations	Allows the user to configure Locations.
Loyalty	Allows the user to Add, Edit, and Delete Loyalty Customers.
Menu	Allows the user access to the Canvas Designer and Menu Item configuration.
Office Software	Allows the user access to Focus Setup.
Order Types	Allows the user to configure Order Types.
Packages	Allows the user to configure Packages.
Paid Ins	Allows the user to configure Paid Ins.
Paid Outs	Allows the user to configure Paid Outs.
Payments	Allows the user to configure Payments.

Price Levels	Allows the user to configure Price Levels.
Printer Drivers	Allows the user to configure Printer Drivers.
Printer Formats	Allows the user to configure Printer Formats.
Printer Groups	Allows the user to configure Printer Groups.
Remote Check Formats	Allows the user to configure Remote Check Formats.
Remote Printers	Allows the user to configure Remote Printers.
Report Groups	Allows the user to configure Report Groups.
Report Setup	Allows the user to configure Reports.
Restore from Backup	Allows the user to restore the system to the primary server.
Revenue Centers	Allows the user to configure Revenue Centers.
Screen Formats	Allows the user to configure Screen Formats.
Skills	Allows the user to configure Skills.
Stations	Allows the user to configure Stations.
Table Types	Allows the user to configure Table Types.
Tare Weights	Allows the user to configure Tare Weights.
Taxes	Allows the user to configure Taxes.
Termination Reasons	Allows the user to configure Termination Reasons.
Time Ranges	Allows the user to configure Time Ranges.
Voids	Allows the user to configure Void Reasons.

Figure x.x Job Rights Employees

Edit Employees	Allows a user to edit and delete employees.
Add Employees	Allows the user to add employees. If the user does not have this Job Right the Add button is grayed.

View Employees	Allows the user to view employees. To restrict a user from viewing specific fields turn them off.
View Access Code	Allows the user to view employees Access Codes. To restrict a user from viewing these fields turn it off.
View Jobs	Allows the user to view employees Jobs. To restrict a user from viewing these fields turn it off.
View Pay Rates	Allows the user to view employees Pay Rates. To restrict a user from viewing these field turn it off.
View Employment Status	Allows the user to view Employees Status and Termination Reasons. To restrict a user from viewing these fields turn it off.
View Skills	Allows the user to view an employee's Skills. To restrict a user from viewing these fields turn it off.

Figure x.x Job Rights Time Manager

Approve Clocks	Allows the user to clock in/out any employee. Turn this option on if the user can approve unscheduled clock ins and clock outs.
Edit Time Cards	Allows the user to Edit Time Cards. Turn this option on if the user can edit Time Cards.
Edit Schedules	Allows the user to Edit Schedules. Turn this option on if the user is allowed to schedule employees.
Restrict Time Card Edit to Current Day	Allows the user to edit only the current day's Time Cards.

Figure x.x Job Rights Time Clock

Bump Up Early Clock In	**(NE)** Turn this option on to set the user clock in time to the scheduled clock in time if they clock in early.
Bump Back Late Clock In	**(NE)** Turn this option on to set the user clock in time to the scheduled clock in time if they clock in late.
Print Clock In Chit	**(NE)** Turn this option on if a clock in chit should print when the user clocks in.
Bump Up Early Clock Out	**(NE)** Turn this option on to set the user clock out time to the scheduled clock out time if they clock out early.
Bump Back Late Clock Out	**(NE)** Turn this option on to set the user clock out time to the scheduled clock out time if they clock out late.
Print Clock Out Chit	**(NE)** Turn this option on if a clock out chit should print when the user clocks out.
Clock Out with Open Checks	**(NE)** Turn this option on if the user can clock out if they are the owner of open checks.

Clock Out with Missing Tips	**(NE)** Turn this option on if the user can clock out if they have payments that have not had tips added but the Tip Required option is on for the payment.
Clock In/Out Must be Approved	Turn this option on if the user must have each clock in and clock out approved (always).
Must Read Messages Before Clock In/Out	The user is forced to read Messages before they are allowed to clock in or clock out.
Declare Tips	Turn this option on if the user should Declare Tips before clocking out.
Take Breaks	**(NE)** Turn this option on if the user may Take Breaks.
View Time Card	Turn this option on if the user is allowed to view their Time Card.
Print Time Card	Turn this option on if the user is allowed to print their Time Card. The user must have the 'View Time Card' Job Right and the 'Print Time Card' Job Right to print a Time Card.
View Schedule	Turns this option on if the user is allowed view their schedule.
Print Schedule	Turn this option on if the user is allowed to print their schedule. The user must have the 'View Schedule' Job Right and the 'Print Schedule' Job Right to print a schedule.
Enter Availability	Turn this option on if the user may define their availability schedule.
Overtime Must be Approved	Turn this option on if the user may clock in with 40 hours or more without manager approval.
Messages	Turn this option on if the user may receive Messages at clock in and clock out.
Write Messages	Turn this option on if the user may send Messages.

Figure x.x Job Rights Order entry

Cashier - (Tray) Open/Close	**(NE)** Allows the employee to Open or Close a cash tray.
Cashier - (Tray) Declare Cash	**(NE)** Allows the employee to declare the cash that is in the cash tray.
Cashier - (Tray) Required	**(NE)** This right requires that the user be assigned to an open cash tray to perform tender related operations on a cash tray (see Locations > Cash trays > Require Open Before Use).
Cashier - (Tray) Select at Clock In	**(NE)** This right prompts the user to select a cash tray when they clock in.
Cashier - Accountable for Sales	The Checkout Report will assign the sales to the employee that closed the check. **Note:** This option only affects the Checkout Report, not the Sales Accountability Report, thus the sales figures on the Checkout Report for employees with this Job Right will not balance to the sales figures on the Sales

	Accountability Report.
Cashier - Approve Functions	All Paid Outs are displayed in the list instead of just the Paid Outs entered by the user. This Job Right also allows the user to perform the following cash tray functions for cash trays not assigned to them: Declare Cash, Assign Employees, Edit the Starting Bank, Enter Counts and Close.
Cashier - Assign Drawer	Allows an employee to assign themselves to a drawer.
Cashier - Declare Cash at Clock Out	**(NE)** Allows the user to record the amount of cash they counted in their drawer.
Cashier - Declare Starting Bank	**(NE)** Allows the user to enter the starting bank when they clock in.
Cashier - Drops	Allows the user to enter Drops.
Cashier - Enter Paid Outs	Allows the user to enter Paid Outs.
Cashier - Enter Paid Ins	Allows the user to enter Paid Ins.
Cashier - Open Drawer	Allows an employee to open the cash drawer with the Open command.
Cashier - One User Per Drawer	Only one employee may be assigned to a drawer.
Cashier - Open Any Drawer	**(NE)** Allows the user to open any cash drawer.
Cashier - Prevent Login if No Drawer is Assigned	The employee must have a cash drawer assigned to use the Station before logging on.
Cashier - Prevent Use if Drawer Open	Turn this option on to prevent the user from using the software while the drawer is open. **Note:** This feature only works with a direct connect serial drawer.
Cashier - Select Cash Drawer at Clock In	**(NE)** Turn this option on if the user should be prompted for a cash drawer when clocking in.
Cashier - Select One Drawer Only	Turn this option on to prevent the employee from assigning themselves to more than one cash drawer.
Check Items - Hold	Allows the user to place items on Hold.
Check Items - Tax Exempt	Allows the user to exempt tax.
Check Items - Void	Allows the user to Void menu items. The user may also remove a Void from a menu item.
Checks - Clear	**(NE)** Turn this option on if the check should be removed from the screen after the Subtotal

After Subtotal	command is executed.
Checks - Delete Last Item (Approve)	Allows the user to approve the Delete of previously ordered items if the option 'Delete Last Item Restriction' is on in Locations.
Checks – Delete/Modify Items on Hold	Turn this option on to allow the user to delete items on hold from a check. This right also allows the user to modify the items on hold.
Checks - Display Total Before Service	**(NE)** Turn this option on if the total should be displayed on the screen check before Subtotal or Quitting. This is used for bars or counter service where the user rings up the items, tells the customer the total then Deletes the items from the check.
Checks - Edit Guests	The number of guests on the check cannot be changed unless this Job Right is turned on.
Checks - Print Check When Closed (Tip Required)	**(NE)** Turn this feature on to automatically print a copy of a guest check after editing the tip on the Edit Tips screen.
Checks - Print Check When Closed (Always)	Turn this option on if the check should always print when it is closed regardless of whether a tip has been added. The 'After print options' does not apply when the check is printed as a result of the check being closed. This is primarily a counter / quick service option.
Checks - Prompt for Guests	**(NE)** Turn this option on if the user should be prompted for the number of guests when an order is begun.
Checks - Reprint	Allows the user to Reprint a guest check.
Checks - Select Location	Allow the user to change the current Location. If a check is on-screen its Location and Revenue Center are also changed.
Checks - Split	Allows the user to Split checks.
Checks - Split After Print	Allows the user to split a check after it has been printed.
Checks - Split Display Payments	Displays payments on the Split Screen.
Checks - Split First Seat After Print	Allows the user to Split a check after it has been printed if there is only one seat on the check. This Job Right allows the server to Split a check after presentation of a printed check to the customer without requiring manager approval. If the user does not have this Job Right they will be prompted for the 'Checks - Split After Print' Job Right.
Checks - Split Payments	Allows the user to move payments between seats.
Customer - Approve	Allows an employee to place a customer with the 'Require approval' Job Right option on a check.
Customer - Dispatch	Turn this option on to allow the employee to dispatch checks to drivers. All checks that are Delivery Pending appear on the Dispatch Screen if this option is on, otherwise just the checks that the user owns appear.

Customer - Dispatch to Any Driver	The user must have this right to assign a check to drivers other than themselves.
Customer - Driver	**(NE)** Turn this option on if the employee will be the delivery driver. Drivers may be assigned checks with the 'Driver' command as well as the 'Assign' command on the Dispatch screen. Drivers are automatically prompted to close their open orders to cash when returning from route when logging in.
Customer - Print Check When Assigned	Turn this option on if the guest check should print when it is assigned to a driver. This option applies to both the 'Driver' command and the 'Assign' command on the Dispatch screen.
Customer - Prompt for Order Type	Turn this option on if the customer should be prompted to choose an Order Type before looking up a customer. This is used if the order taker asks the customer up front whether the order is delivery or pickup. Since the Order Type is known, the proper search criteria and fields are displayed for the customer.
Discounts - Approve	Turn this option on if the user may approve Discounts, which have the 'Require Approval' option.
Gratuity - Select	Turn this option on if the user may apply or remove any Gratuity.
Menu - Change Item Count	The user may change count on items from Focus Order Entry.
Menu - Change Item Price	The user may change the price of a menu item from Focus Order Entry.
Menu - Display Ordered Count	The number of times each item has been ordered (but not sent) is placed on the canvas item.
Menu - Mark Items Out of Stock	The user may place items out of stock from Focus Order Entry.
Menu - Select	Turn this option on if the user may select a Menu.
Name - Enter	The user may enter the customer Name on the check.
Name - Prompt	**(NE)** The user is prompted for the Name of the check after a check is closed or when they try to start an order.
Name - Require	**(NE)** If a Name has not been entered when the check is serviced then the user is prompted for the name.
Order Access - Access After Close	The user is allowed to access a closed check in Focus Order Entry. This option has no impact on the user viewing the check on the Check List Screen.
Order Access - Display After Close	**(NE)** The chosen order access method is displayed automatically after a check is closed (see Setup > Locations > Order access options).
Order Access - Display After Login	**(NE)** The chosen order access method is displayed automatically after the use logs in (see Setup > Locations > Order access options).
Order Access -	Turn this option on if the user may filter checks.

Filter Checks	
Order Access - Display Sales Total	**(NE)** If this option is on then the total sales appear on Check List Screen. For employees who do a blind check out this option should be off.
Order Access - Checks by Location	**(NE)** Turn this option on to restrict checks to the current Location on the check form.
Order Access - Login Multiple Stations	Allows an employee to log in to multiple Stations simultaneously.
Order Access - Other's Checks	Allows the user to view other user's checks.
Order Access - Require Table Number	**(NE)** Turn this option on if the user must place all orders on tables.
Order Access - Quit With Open Check	Allows the user to Quit or access another check while there is currently a non-zero balance open check on the screen.
Order Type - Prompt	**(NE)** Turn this option on to prompt for an Order Type automatically after a check is closed or when a check is started by touching a menu item.
Order Type - Require	**(NE)** Turn this option on if the user is required to select an Order Type.
Order Type - Select	Turn this option on if the user may change the Order Type of a check.
Payments - Adjust	Turn this option on if the user may adjust the amount of a previously verified credit card payment.
Payments - Advances	Turn this option on if the user may enter or Delete an Advance.
Payments - Approve	The user may approve payments that 'Require Approval'.
Payments - Approve Credit Limits	The user may approve credit card transactions that exceed the 'Max. Amount' or 'Max. Tip %' (see Setup > Miscellaneous > General > Credit).
Payments - Batch Credit Card	The user may batch credit cards.
Payments - Close All Open Checks	Turn this option on to allow an employee to close their open checks to cash using the 'Pay All' command.
Payments - Display Change in Large Print	**(NE)** The change due is displayed prominently when the check is closed.
Payments - Edit Tips	Allows the user to edit the tip on a payment.
Payments - Edit	**(NE)** The user may enter the tips from the Verification screen after the approval is received.

Tips Immediately	
Payments - Enter Gift Cards	Allows the user to perform the following gift card functions: Accept Payment, Activate, Increment, and Balance.
Payments - Enter Own Tips	Allows the user to enter tips on payments that they entered.
Payments - Enter Other's Tips	Allows the user to enter tips on other user's payments.
Payments - Force	Allows the user to force authorization on credit card payments.
Payments - Manual Credit Cards	Allows the user to enter manual credit card payments (not swipe).
Payments - Preauthorize	Allows the user to preauthorize a credit card.
Payments - Reapply	Allows the user to apply a payment entered on another check to the existing check.
Payments - Refunds	Allows the user to refund a payment.
Payments - Tender Other's Checks	**(NE)** Allows the user to place payments on other user's checks.
Payments - Tender Own Checks	Allows the user to place payments on checks they own.
Payments - Void	Allows the user to Void payments.
Printing - Delay	Allows the user to place an order but delay it from being sent to the Remote Printer for a period of time.
Printing - Edit Assignments	Allows the user to edit the Printer Assignments for the current Location from the 'Manager Wrench' in Focus Order Entry.
Ring - Other's Checks	**(NE)** Turn this option on if the user may ring on checks they do not own.
Ring - Own Checks	**(NE)** Turn this option on if the user is allowed to ring orders.
Ring - Variable Price Items	Turn this option on if the user may enter the price for Variable Price Items.
Training Mode	The user is allowed to place the Station in Training Mode. Will not print a guest check or remote check and the cash drawer will not open.
Transfer - Automatic Pending	This option is useful in environments where ownership of the check should be relinquished when it is accessed by a subsequent user.

Transfer - Combine	The user may combine checks.
Transfer - Employee	**(NE)** The user is allowed to transfer a check to another employee.
Transfer - Employee Pending	**(NE)** The check is marked as pending (displayed in green) when a check is transferred to an employee. The originating employee owns the check until the pending employee accepts the check.
Transfer - Items	The user may transfer individual items from a check.
Transfer - Table	**(NE)** The user is allowed to edit the table number.
Transfer - Table Pending	**(NE)** The check is marked as pending (displayed in green) when a check is transferred to a table. The originating employee owns the check until the check is accepted by another employee.
Transfer - All Open Checks	All open checks are moved from the current employee to the selected employee.

Figure x.x Job Rights Reports

Checkout Report - View	**(NE)** The user may View their Checkout Report (see Setup > Jobs > Check out report options).
Checkout Report - Print	**(NE)** The user may Print their Checkout Report while they are still on the clock.
Checkout Report - Print if No Open Checks/Tips	If the employee does not have any open checks and no missing tips then they are allowed to print their Checkout Report. The Print button is enabled but the message "Checkout report cannot be printed with open checks or missing tips." is displayed. Once the Checkout Report is printed the employee is not allowed to perform any order entry functions other than Quit.
Checkout Report – Access Other's Reports	This right determines whether a user can generate a check out report for another employee.
Drawer Report - View	The user is allowed to view the Drawer Report (see Setup > Locations > Cash Trays).
Drawer Report - Print	The user is allowed to Print the Drawer Report.
Drawer Report - Access Other's Reports	The user is allowed to View/Print Drawer Reports for cash trays that they are not assigned.
Report Security Code (1-9)	The user is allowed to View/Print reports that have the same Security Code.

Related Topics

Job Right 'Office - Job'

[TOP]

6.2.3 Timekeeping

Purpose
The Timekeeping Window is used to establish and maintain different timekeeping options including the Scheduling Color, payroll Overtime Options, Grace Periods and Break Options. The Overtime Options that are configured in the Timekeeping Window are Job specific and only apply to the selected Job.

Accessing the Timekeeping Window
While in Focus Setup, select Employees > Jobs > Timekeeping.

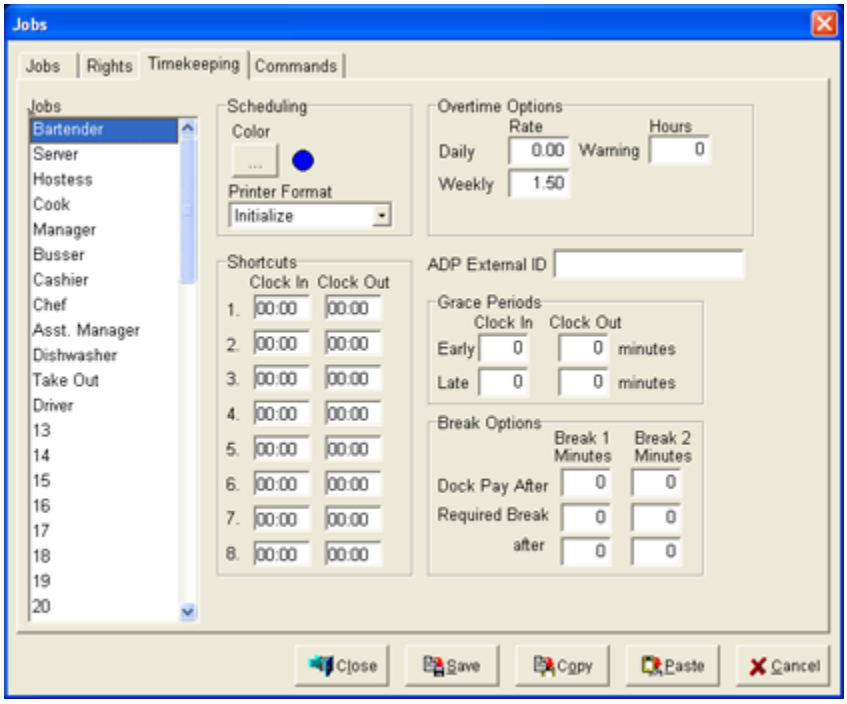


Figure x.x

Field		Description
Jobs		The list of available Jobs defined in Employees > Jobs.
Color		The Color is used to distinguish Jobs in the Scheduling Window. Select a basic color, custom colors are not available.
Printer Format		The format is used to print the scheduled times for the Job on the 80 column Schedule Report.
Overtime Options	**Daily**	The daily overtime multiplier rate, up to 999.99, for each Job. Example, if daily overtime rate is time plus one half, 1.50 should be entered.
	Weekly	Enter the weekly overtime multiplier rate, up to 999.99, for each Job. Example, if weekly overtime rate is double that of the standard hourly rate, 2.00 should be entered.
	Warning Hours	If the 'Overtime Must be Approved Job Right' is turned on and the number of hours the employee has worked during the current pay period week exceeds Overtime Warning Hours they must receive approval to clock in.
ADP External ID		The external ID must match the name of the Job in ADP or CrunchTime if the ADP Job costing option is used or if the interface is to CrunchTime.

Shortcuts	The eight most commonly worked shifts to be entered in the Schedule. Default clock in and clock out times should be configured for each Job.		
Grace Periods	**Clock in**	**Early**	The number of minutes, up to 999, that the employee may clock in early without requiring manager approval. If this value is zero, then the early clock in grace period is not enforced. The user can clock in as early as they want without requiring manager approval.
		Late	The number of minutes, up to 999, that the employee may clock in late without requiring manager approval. If this value is zero then the late clock in grace period is not enforced. The user can clock in as late as they want without requiring manager approval
	Clock out	**Early**	The number of minutes, up to 999, that the employee may clock out early without requiring manager approval. If this value is zero, then the early clock out grace period is not enforced. The user can clock out as early as they want without requiring manager approval.
		Late	The number of minutes, up to 999, that the employee may clock out late without requiring manager approval. If this value is zero then the late clock out grace period is not enforced. The user can clock out as late as they want without requiring manager approval.
Break Options	**Break 1 Minutes**	**Dock Pay After**	The number of minutes, up to 999, after that the employee's pay is docked. Example, if an employee is on break for 30 minutes and the Dock Pay option is set to 15 minutes, then only the first 15 minutes of the break is paid.
		Require Break	The number of minutes, up to 999, that the employee must remain on break if they have been on break longer than the minimum limit.
		After	The number of minutes, up to 999, after which the employee must remain on break before clock-in "Off Break" is allowed.
	Break 2 Minutes	**Dock Pay After**	The number of minutes, up to 999, after which the employee's pay is docked. Example, if an employee is on break for 30 minutes and the dock pay option is set to 15 minutes, then only the first 15 minutes of the break is paid.
		Require Break	The number of minutes, up to 999, that the employee must remain on break if they have been on break longer than the minimum limit.
		After	The number of minutes, up to 999, after which the employee must remain on break before clock-in "Off Break" is allowed.

Related Topics

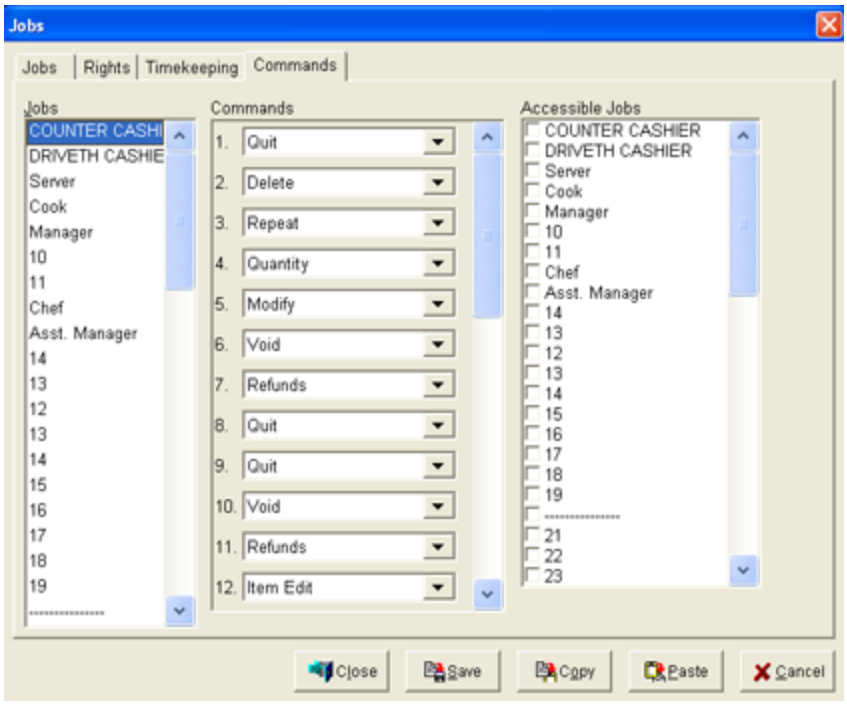
Job Right 'Office – Job'

[TOP]

6.2.4 Commands

Purpose
The Commands Window is used to configure the Command Ribbon used in Focus Order Entry. Each Job may have a different Command Ribbon. Only select the Commands that are required by the selected Job. Some Commands require the Job Right to use them (i.e., The Job Right 'Check items – Void' is necessary to execute the 'Void' Command).

Accessing the Commands Window
While in Focus Setup, select Employees > Jobs > Commands.



Note: Packages may be place on the Command Ribbon.

Figure x.x Command Descriptions

Command		Description
Delete		Allows the employee to delete Menu Items that have not been saved or sent.
Repeat		Allows the employee to repeat any Menu Items highlighted together with any associated modifiers. Can be used in conjun
Quantity		Allows the employee to enter the number of Menu Items they wish to order.
Print		Allows the employee to optionally print or reprint a guest check. If more than one seat on the check is present, the user w
Split		Allows the employee to create multiple seats on a check and move Menu Items between those seats. Also allows the emp
Modify		Allows the employee to add optional modifiers to a Menu Item.
Hold		Allows the employee to place an item that has not been sent on Hold. The guest Check cannot be closed while an item is
Fire		Allows an employee to send a Menu Item that has been on Hold.
Void		Allows an employee to Void an item on a saved check or to Void a Payment on a check. A reason code for the Void must
Gratuity		Allows the employee to optionally select, remove or change a Gratuity based on the subtotal value of the check. The Job
Transfer	**Table, Server**	Allows the employee to transfer a check from a Tab to a Table, from one Table to another or to anoth
	Items	Allows the employee to transfer selected Menu Items from one check to another.
	Combine	Allows the employee to combine two checks. Using the Split Command, all Menu Items on all seats ca
Subtotal		Allows the items on a check to be saved and sent. If the Job Right 'Checks – Clear After Subtotal' is "ON" the check is su
Tab		Allows the employee to associate a Name or ID to an open guest check.
Split Item		Allows an item to be split. The Job Right 'Checks - Split' is required.

Name	Allows the employee to enter/edit the Name or ID associated with an open guest check. The Job Right 'Name - Enter' is re
Edit Tips	Provides access to the Edit Tip function to add (or change) a tip of a pre-authorized credit card Payment. An employee ma
Item Edit	Provides access to the Item Edit functions of In or Out of Stock, Prices, Nutrition, Recipe, Training or Item Counts. The Jo
Delay Print	Allows employee to delay the order from printing to the remote printer.
Location	Allows the employee to select an alternative Location. The selected Location remains in effect until the employee logs out
Select Menu	Allows the employee to select a Menu other than the default Menu of the current Location. The Menu may only be chang
Tax Exempt	Allows the employee to cancel or restore the taxability of items on a guest check.
ID Lookup	Provides access to an ID Lookup Window so that a Menu Item can be ordered by entering an ID name or code. This com
Inquire	Allows an Inquire to the PMS Interface.
Assign	Allows a cash drawer to be Assigned to an employee.
Paid Outs	Allows the employee access to the Paid Outs Window.
Open	Allows the employee to Open the cash drawer. The Job Right 'Cashier – Open Cash Drawer' is required.
Quit	Returns the employee to Focus Order Entry.
Reports	Allows the employee access to the Reports Window.
New Seat	Allows the employee to add another seat to the check.
Close Day	Allows the employee access to the Close Day Window.
Customer	Allows the employee access to the Customer Search Window.
Driver	Allows an employee to assign a check to a delivery driver.
Status	Allows the employee to view the Status of a table.
Paid Ins	Allows the employee to access the Paid Ins Window.
Batch	Allows the employee to Batch authorized credit cards.
Advance	Allows the employee to place a cash Advance on a check.
Pay All	Allows the employee to close all checks to tender even.
Preauth	Allows the employee to preauthorize checks and or tabs by verifying credit card funds.
Share	Allows the employee to split the check by the number of splits selected.
Finalize	Allows the employee to close a check that has been pre-authorized or captured.
Drops	Allows the employee to record the transfer of cash from one employee to another.
Refunds	Allows the employee to do a refund to a credit card.
Dispatch	Allows the employee access to the Dispatch Window.
Gift Card	Allows the employee access to the Gift Card Window.
Tab List	Allows the employee access to the Tab List Window.
Capture	Allows the employee to capture a credit card without authorizing that card.

Stop Timer	Allows the employee to stop the timer on an item that has the Timed Rate option set in Setup > Menu Items > Options >
Offline	Allows the employee to place credit cards Online or Offline.
Next Position	Allows the employee to advance the position if position seating is used
Current Position	Allows the employee to select the current position if position seating is used.
Edit Position	Allows the employee to change the position of the Menu Item selected.
Review	Allows the employee to review the check on the full screen.
Position Split	Allows the employee to convert the positions to split checks if position seating is used.
Account	Allows the employee access to the Customer Account Window.
Payment Adjust	Allows the employee to adjust a credit card amount.
Loyalty	Allows the employee access to the Customer Loyalty Window.
Reapply Payment	Allows the employee to re-authorize a credit card after if it has been Voided.
Cash Tray	Allows access to the Cash Tray Function.
Packages	Predefined Packages may be used as a Command.

Accessible Jobs
Select the Jobs that will restrict the employees that appear in the employee list on the Employee, Time Card, Time Clock, Fingerprint Registration, and Check Out Report (Open Clock Ins) Windows.

For example, if a kitchen manager can only view their employees then select the kitchen help Job. If the employee has the Edit Employees Job Right then the only Jobs that they may assign to an employee are the restricted Jobs. This is necessary to prevent the user from adding an employee with more privileges than they have, i.e., owner.

Procedure to Select Commands

- Select the Job.
- Select the Commands that will be available to the selected Job from each of the Commands drop-down list boxes. The selected Commands are displayed sequentially with no spaces left between them on the Command Ribbon. A maximum of 30 can be displayed.
- Click Save.

Related Topics

Job Right 'Office - Job'

[TOP]

6.2.5 Creating and Maintaining Jobs

Purpose
To procedures to establish and maintain Jobs are listed below.

Procedure to Create Jobs

- Prepare a list of Job names.
- Access the Setup > Employees > Jobs Window.
- Enter the name of each Job in a separate Name text box. Begin with the first text box and enter the Job names consecutively.
- Select an image to be associated with the Job if appropriate.
- Click Save.

To Assign Job Options

- Select a Job name in the Name text box to highlight it.
- Set the appropriate options for Jobs .
- Set the appropriate options for Rights .
- Set the appropriate options for Timekeeping .
- Set the appropriate options for Commands .
- Click Save.

Related Topics

Job Right 'Office - Job'

Setup > Jobs > Jobs

Setup > Jobs > Rights

Setup > Jobs > Timekeeping

Setup > Jobs > Commands

[TOP]

6.3 Labor Groups

Purpose
The Labor Groups Window is used to establish Employee Labor Groups. Up to 20 Labor Groups may be defined for labor percentage reporting.

Accessing the Labor Groups Window
While in Focus Setup, select Employees > Labor Groups.

Figure x.x Labor Group Fields

Field	Description
Name	Enter the name of each Labor Group up to 15 alphanumeric characters.

Figure x.x Labor Group Commands

Command	Description
Close	Closes the Labor Group Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Name Labor Groups

- Prepare a list of Labor Groups.
- Enter the name of each Labor Group in a separate Name text box.
- Click Save.

Related Topics

Job Right 'Office - Labor Groups'

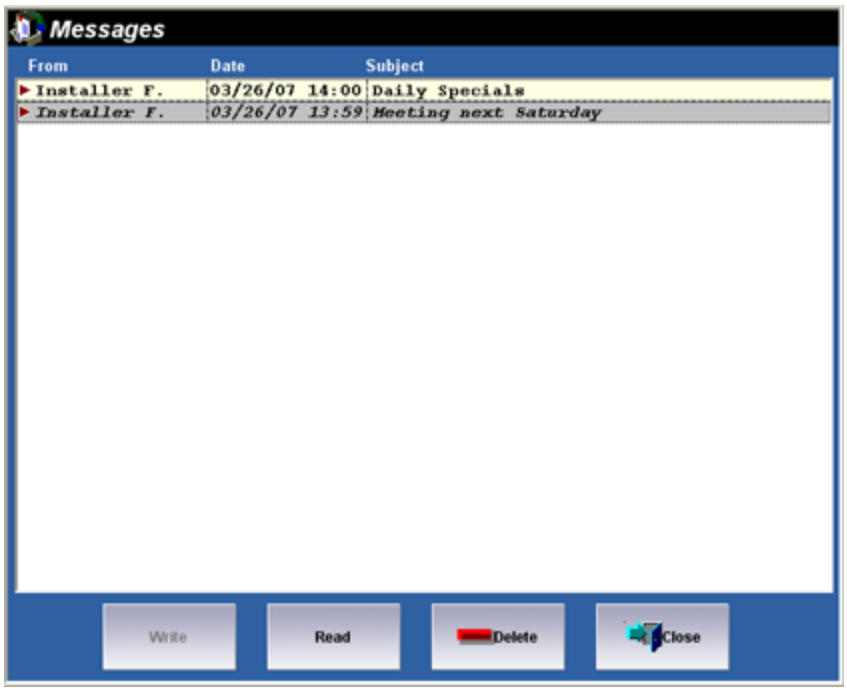
[TOP]

6.4 Messages

Purpose
The Messages Window allows you to send messages to an individual employee, selected employees, or employees with a specific Job. Upon accessing the Time Clock Window the employee is alerted if they have an unread message. If the employee has the Job Right "Must Read Message Before Clock In/Out' then they are forced to read the message before they are allowed to clock in or out.

Restrictions
The user must have the Job Right 'Messages' to access this function. To write a message they must have the Job Right 'Write Messages' .

Accessing the Messages Window
While in Focus Setup, select Employees > Messages.



Description
A list of Messages will appear that show the sender, date and time the mail was sent as well as the Message subject. If the mail is unread an arrow appears next to the Message.

Figure x.x Messages Commands

Command	Description
Write	Opens a window to create a Message.
Read	Opens the selected Message for on-screen viewing. To read a Message select it and click Read. The Message can be printed to the local guest check printer.
Delete	Deletes the selected Message. Select the Message and press Delete.
Close	Closes the Messages Window.

Related Topics

Job Right 'Time Clock - Messages'

Job Right 'Time Clock - Write Messages'

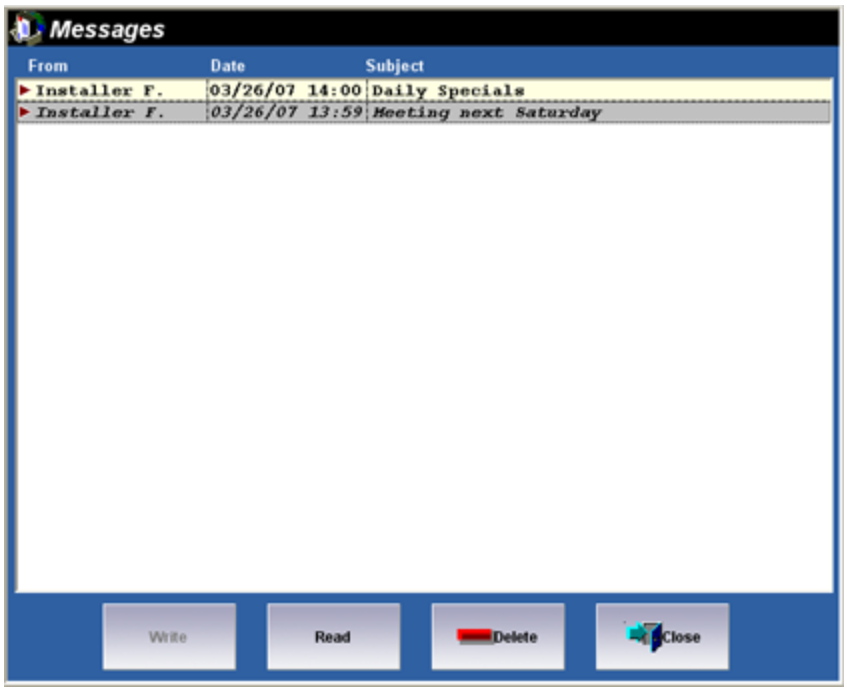
[TOP]

6.4.1 How to Write Messages

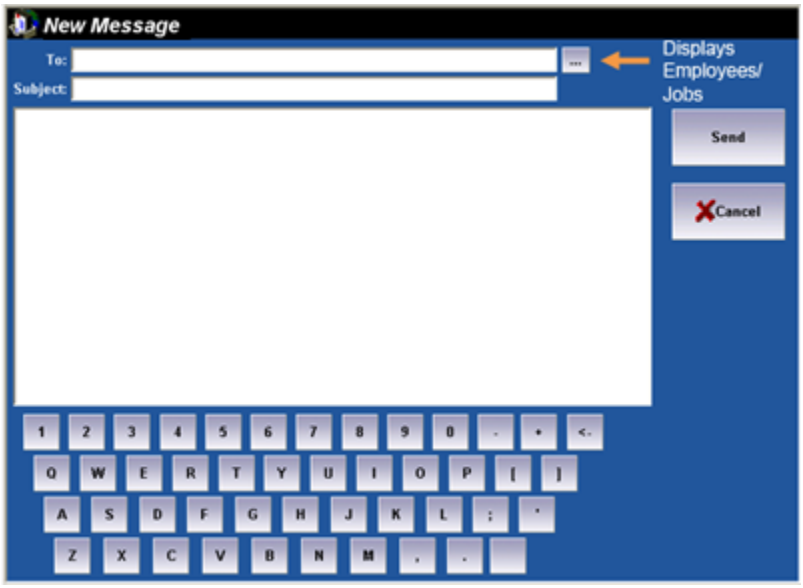
Purpose
The steps to write a Message are listed below.

Procedure to Write a Message

- Access the Setup > Employees > Messages Window.



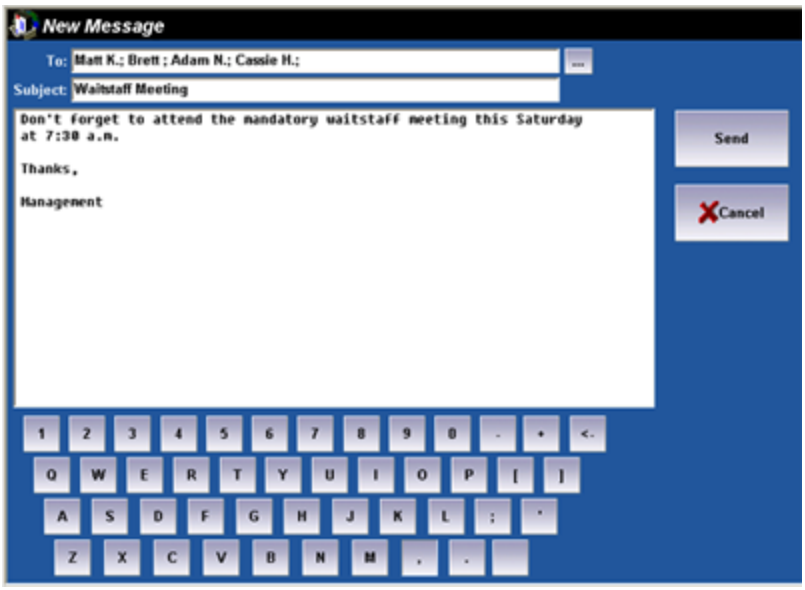
- Click Write.



- Click on the ... button.

- Select the employees you wish to write a Message. If you wish to write a Message to all the employees of a particular Job, click Job. If you with to send a Message to all employees that are currently on the clock then click On Clock.

- Select the Jobs for all employees you wish to send a Message. You can select multiple Jobs on this screen.



- The subject of the Message is entered.
- The text of the Message is written.
- After completing your Message, click Send. The employees you sent a Message to will receive the Message when they clock in.

Related Topics

Job Right 'Time Clock - Write Messages'

[TOP]

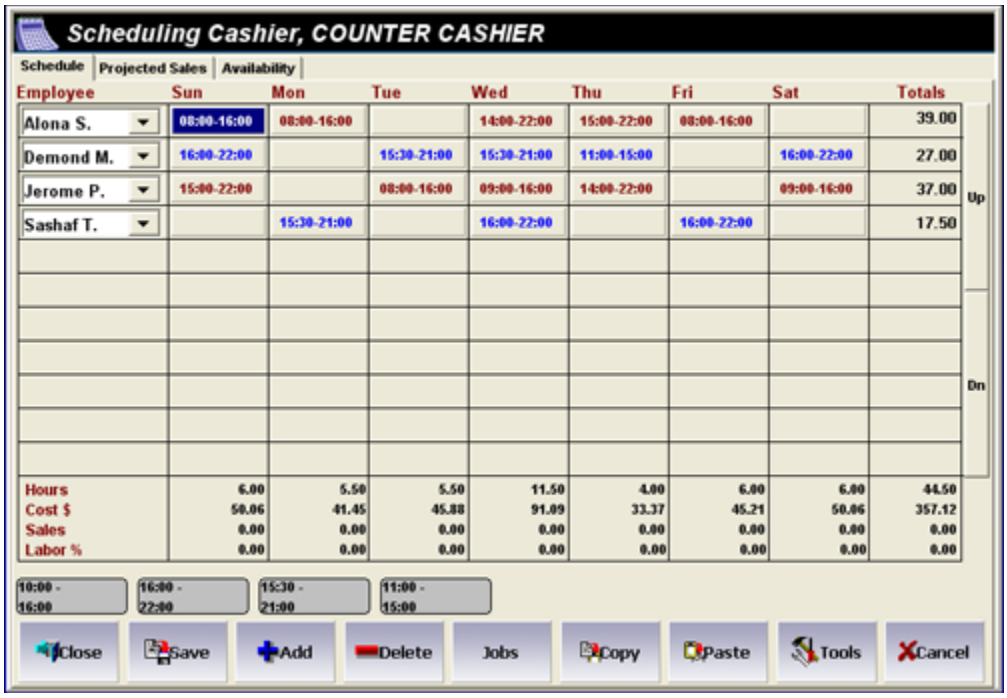
6.5 Scheduling

Purpose

The Scheduling Menu extends the standard Timekeeping capabilities into a highly sophisticated management tool used to control and manage labor cost in the restaurant. Significant savings in labor costs can be achieved through the ability to efficiently schedule employees by Job and Skill Level to effectively staff the restaurant at any level of sales volume. Using forecasted or historical Projected Sales, actual labor cost and labor percentages may be modeled with ease. Additional cost savings may be achieved by the strict enforcement of Clock In and Clock Out times within acceptable Grace Periods together with the option to Bump Up Early Clock Ins or Bump Back Late Clock Outs. Reusable Schedules can be created for the standard work week naming specific employees, or, alternatively, template schedules can be created which detail only Jobs and the shifts to be filled. Prior year sales automatically roll forward to assist in the development of the current schedule. Special event and seasonal schedules such as Administrative Professionals Week or Winter Hours can also be named and saved so that they can be reused each year.

Employees with the appropriate Job Rights may view or print their own schedules for the current week or for the following week at the point-of-sale. The level of an employee's Job Skill can be matched with those required for maximum efficiency. When the employee schedule is enforced, all clock ins and clock outs that do not meet the Grace Period requirements must be authorized by a supervisor with the 'Approve Clocks' Job Right.

Accessing the Scheduling Window
While in Focus Setup, select Employees > Scheduling.



Related Topics

Job Right 'Time Clock - View Schedule'

Job Right 'Time Clock - Print Schedule'

[TOP]

6.5.1 Schedules

Purpose
The Schedules Window allows you to create a new Schedule, Edit, Selete, or Name an existing schedule.

Restrictions
Access to the Scheduling Module and associated functionality is strictly reserved for employees having the 'Edit Schedules' Job Right. Additionally, the Scheduling Module is an option rather than a standard component of the **Focus** system; therefore, the system software key must be specially configured in order to recognize that the Scheduling Module has been purchased. Should any attempt be made to access the Scheduling Module other than in demonstration mode, when the Scheduling Module has not been purchased, the warning message 'No Scheduling Key' will be displayed. Access to the many functions of the Scheduling Module is provided via the Schedule button when the Command Ribbon is displayed.

Accessing the Schedules Window
While in Focus Setup, select Employees > Scheduling.

Description
A list box of all schedules is displayed. If a schedule exists for the current week it is highlighted.

Figure x.x

Command	Description
Close	Allows the operator to exit the Schedules Window.
New	Allows the operator to Create a Schedule.
Edit	Allows the operator to view and/or edit an existing Schedule.
Delete	Deletes the selected message. Select the schedule and press Delete.
Name	Allows a schedule to be named. Select the Schedule and click Name. Enter a name to identify the Schedule (i.e., Summer Schedule, Christmas Schedule, etc.) using the on-screen keyboard. Click Enter. The newly entered Schedule name will appear is the Schedule List.

Related topics

Creating a Schedule

Job Right 'Edit Schedules'

[TOP]

6.5.1.1 Printing a Schedule

Purpose
The procedures to print a Schedule are listed below.

Procedure to Print a Schedule

- While in Focus Setup, select Employees > Schedules.
- Select the Schedule to print and click Edit.
- Click Tools.
- Click Print.
- Click Yes to include the cost information on the Schedule, otherwise click No.

Related Topics

Creating a Schedule

Job Right 'Edit Schedules'

[TOP]

6.5.2 Creating a Schedule

Purpose
The steps to create a Schedule are listed below.

Accessing the Schedule Module
While in Focus Setup, select Employees > Scheduling.

Procedure to Create a Schedule

- Click New. The New Schedule Window will appear.

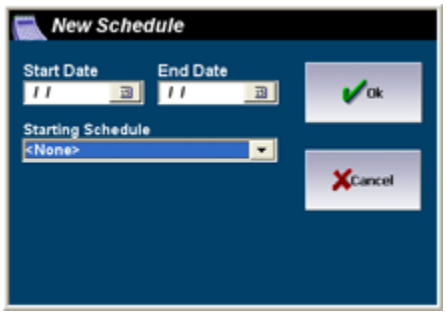


Figure x.x New Schedule Fields

Field	Description
Start Date	**Required** - Select the date that the new Schedule begins. For schedule enforcement to be active it should fall on the same day of the week as specified in the Start Day Scheduling Option.
End Date	**Required -** Select the date that the new Schedule ends. The end date defaults to six days after Start Date.
Starting	In many cases when creating a new Schedule it is often easier to begin with an existing Schedule and

Schedule	simply modify it. If this is the case select a starting Schedule.

- Click OK to create a new schedule. A list of Jobs will be displayed.
- Select the Jobs that will be used for the Schedule.

Scheduling Window
A blank Schedule as shown below will be displayed when a new Schedule is created without specifying a Starting Schedule. Otherwise the Employees, Shifts, and Projected Sales are copied from the Starting Schedule. The Schedule Name is included in the Schedule title. In the case of a specific date schedule, the date and day will identify each of the seven days of the schedule. In the case of a Named schedule, each of the seven days will be identified only by the day of the week, beginning with the first day of the work week as configured in Setup > Miscellaneous > General > Timekeeping.

Each row in the Schedule may contain a shift for each day of the week. Each shift consists of the following attributes: Job, Time In, Time Out, Skill Level, Comment and the Don't Enforce Time Out option. So that adequate staffing of a Schedule may be verified at a glance, the color of each shift is displayed on the screen schedule in the color selected for the Job. Each row also has a Totals column that accumulates the hours worked for all the shifts on the row.

The following labor statistics are displayed at the bottom of each column: Hours, Cost $, Sales, and Labor %. Hours is the total of the hours on the displayed schedule or sub-schedule. Cost $ is the total of the hourly rate paid for all the hours on the displayed schedule or sub-schedule. Sales are the total gross sales revenue forecast on the projected Sales tab. Labor % is the percentage of Labor Cost to Projected Sales. These stats are updated real-time as the Schedule is entered.

Up to eight Shortcut times are displayed just below the labor statistics if Job(s) have been selected. Shortcuts are commonly worked shifts defined for each Job (see Setup > Employees > Jobs > Timekeeping > Shortcuts).

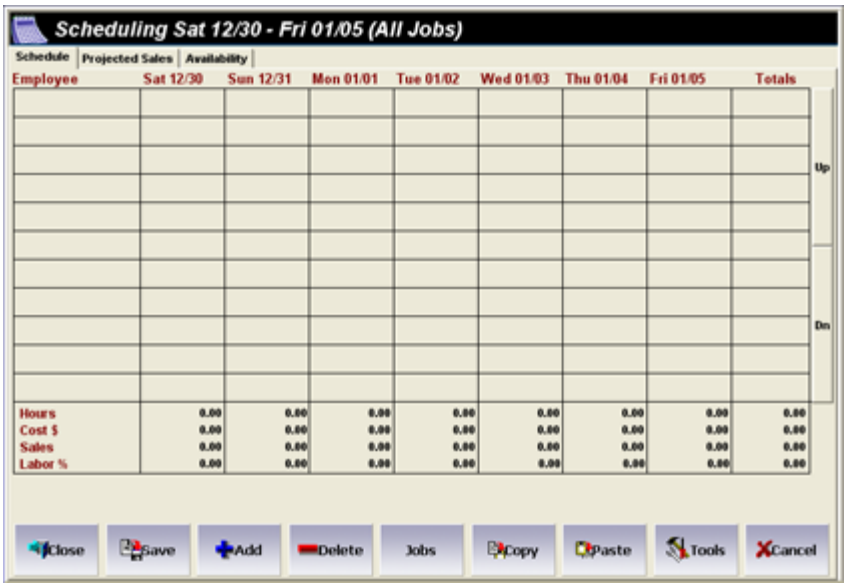


Figure x.x Scheduling Commands

Command	Description
Close	Closes the Scheduling Window.
Save	Saves the changes to the Schedule.
Add	Adds a new employee or Job shift below the currently selected row.
Delete	If the focus is on the Employee Name, the Employee Name and all shifts on the line will be deleted. A confirmation message will be displayed. If the focus is on a Job shift, the specific Job shift that is highlighted will be deleted and no confirmation message will be displayed.
Jobs	Displays a list of Jobs that sub-schedules by Job can be created.
Copy	If the focus is on a Job shift, the shift will be copied in the clipboard. If the focus is on an Employee Name, all the Job shifts on the line will be copied to the clipboard. The name of the employee cannot be copied.
Paste	If the focus is on a Job shift, the Job shift in the clipboard will be pasted onto the focus area. If the focus is on an Employee Name or an empty Employee Name area, all the Job shifts on the line will be pasted onto the focus line.
Print	Prints the currently displayed Schedule.
Cancel	Cancels changes made prior to saving.

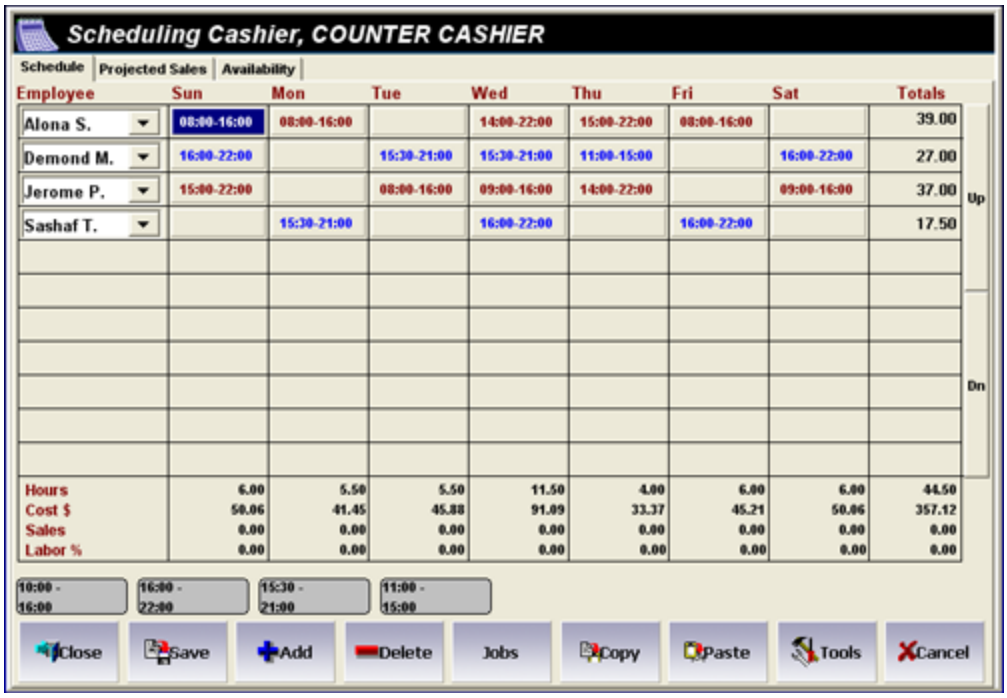


Figure x.x Scheduling Fields

Field	Description
Schedule Name	Closes the Scheduling Window.
Employee	The employee's name.
Days of the Week	Days of the week. The time periods the employee works are displayed under the Days of the Week.
Totals	Total hours the employee is scheduled for the week.
Hours	Total hours for all the employees scheduled for the week.
Cost $	The total Cost $ the scheduled employees will cost.
Sales	The Projected Sales amount.
Labor %	The Projected Labor %.
Shortcuts	The Job specific Shortcuts.

Adding an Employee to a Schedule
Any employee may be included on any non-Job specific schedule using the OK button to provide access to the Employee List. When a Job is selected, only employees with the Job in their employee record may be selected. So that adequate staffing of a schedule may be verified at a glance, the color of each day shift time range is displayed on the screen schedule in the color selected for the Job.

Procedure to Add an Employee to a Schedule

- Click Add. The focus and drop-down list access will be on the first blank employee name field.

- Select an Employee from the drop-down box. The names of all employees who meet the Job and Revenue Center criteria explained above will be included in the list.
- Click on the employee to be scheduled. The list box will close and the employee name will be displayed.

- Select a Job from the list. **Note:** Only Jobs assigned to the currently selected employee appear in the list. The Shortcut Times for the selected Job are then displayed.

- Click the Shortcut Time required. The selected shortcut times will be displayed in the Time In and Time Out fields. If no shortcuts have been programmed or a non-standard shift is required, click on the Time In field. Enter the time that the employee shift should start.

- Click on the day field that the employee is to be scheduled. If the shortcut times of the correct job are displayed on the screen, click on the appropriate shortcut and the shortcut time will be displayed on the schedule in the selected day field. If the shortcut time is not currently displayed or if a nonstandard shift is required, double click on the day field. The Enter Schedule Window will be displayed.

- Select the Job required from the Employee's Job List. The shortcuts for the selected Job will be displayed.

- Click on the Shortcut time required. The selected shortcut times will be displayed in the Time In and Time Out fields. If no shortcuts have been programmed or a non-standard shift is required, click on the Time In field. Enter the time that the employee shift should start.

- Click on the Time Out field and enter the time that the employee shift should end. If the clock out time for the shift should not be enforced, turn this option on. A _ in the check box indicates that the option is selected. This option can be used in environments where individual employees may be sent "off the clock" as soon as business volume cannot justify the cost of the scheduled staff. The purpose of this option is to eliminate the need for a manager to authorize the unscheduled Clock Out.If a specific skill level is required to do the job scheduled efficiently, click on the Skill drop-down list and select the Skill required.

- Click on the Level List and select the level of skill required to do the job efficiently. Multiple skills may not be selected.

- Click Save to schedule the employee.

- If the employee has the appropriate Skill Level entered into their employee record, the shift will be entered into the schedule on the day selected. If the employee does not have the specified Skill Level entered into their record the confirmation message 'The employee does not have the required skill level. Schedule anyway? Yes/No.' To disregard the skill requirement and schedule the employee, click Yes. The Edit Schedule Time dialog will be closed and the schedule day will be updated with the shift.

- To enforce the Skill requirement click No. The employee will not be scheduled and either the employee selection or the Skill Level must be changed.

- Click Save.
- Click Close to close the Schedule Window.

Related Topics

Job Right 'Time Clock - View Schedule'

Job Right 'Time Clock - Print Schedule'

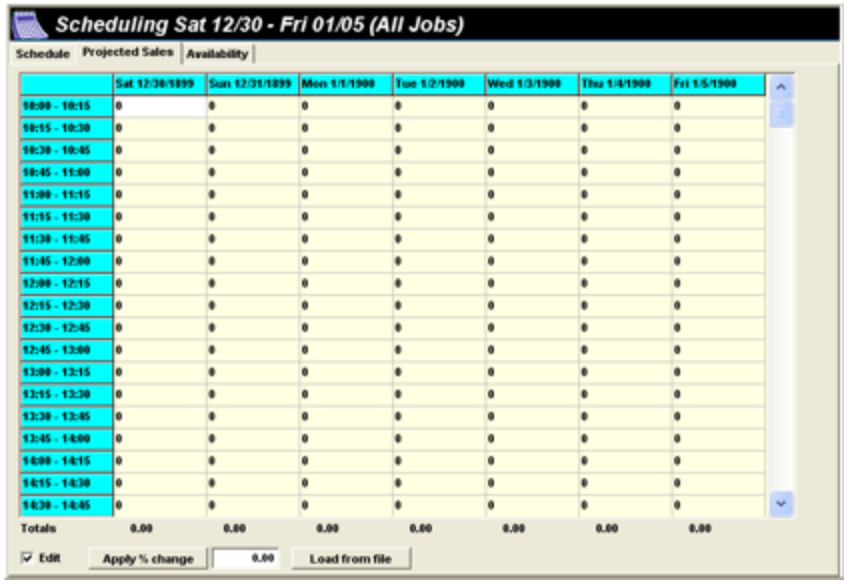
[TOP]

6.5.3 Adding Sales Projection

Purpose
The Projection Sales Window is used to create and adjust Projected Sales for the Schedule. Projected Sales may use data from previous week's sales or be adjusted by a percentage up or down.

Procedure for Adding and Adjusting Projected Sales

- Access the Setup > Employees > Scheduling > Projected Sales Window.



- Select the Projected Sales tab. A blank Projected Sales Screen will be displayed.
- Select Load from File.

- Enter the Start Date of the sales information to import or click on the calendar to select the date.
- Select the Day or Week to set.
- Click OK to import the sales information.

Adjusting Projected Sales

- Check the Edit Box.
- Enter the percentage to change.
- Click Apply % Change to make the changes.
- Manual changes may only be made to schedule templates.

Related Topics

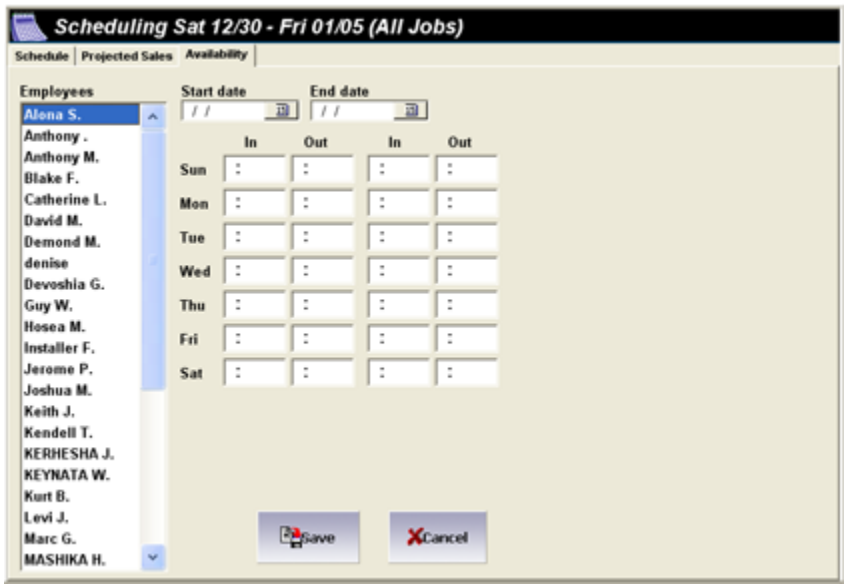
Job Right 'Time Clock - View Schedule'

[TOP]

6.5.4 Availabilty

Purpose

The Availability Window allows you to program the employee's times they are available to work.



Procedure to Enter Availability

- Select the Employee.
- Enter the Start Date and End Date.
- Enter the Time In and Time Out that the employee is able to work. The second group of "In" and "Out" is for a second shift during the day.
- Click Save and Close.

Related Topics

Job Right 'Time Clock - View Schedule'

Job Right 'Time Clock - Enter Availability'

[TOP]

6.6 Skills

Purpose

The Skills Window is used to establish Skill Names and Codes. Skills allow levels of competency to be assigned to employees for specific tasks. They are used in Scheduling to ensure that only qualified employees are assigned to shifts that require a specific Skill. Examples of Skills may include Head Waiter, Carver, Prep, Steam, etc. Skills are assigned in the Employee Window and used for Scheduling. Up to 19 Skills may be maintained in the system.

Accessing the Skills Window

While in Focus Setup, select Employees > Skills.

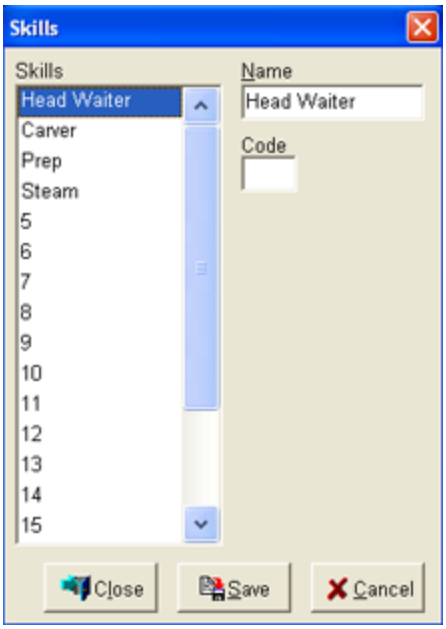


Figure x.x Skills Fields

Field	Description
Name	A unique name of up to 15 characters for each Skill.
Code	A unique one character shortcut code for the named Skill which will be printed and displayed in the Schedule Module.

Procedure to Establish Skills

- Make a list of the Skill names that will be used.
- Place the cursor in the first Skill name text box and enter the Skill name. Then enter the Skill Code in the Skill Code text box.
- Continue entering Skill Names and Codes as necessary.
- Click Save.

Related Topics

Job Right 'Office - Skills'

[TOP]

6.7 Termination Reasons

Purpose
The Termination Reasons Window contains a list of possible reasons for a termination. A maximum of 20 Termination Reasons and corresponding descriptions may be entered and maintained. The name of the Termination Reason can be placed into an employee's record when appropriate.

Accessing the Termination Reasons Window
While in Focus Setup, select Employees > Terminations Reasons.

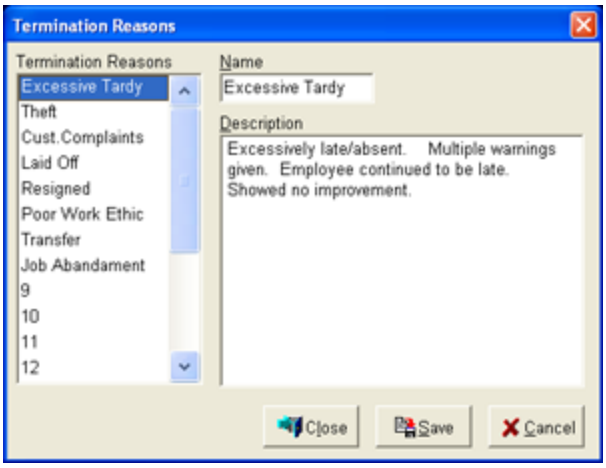


Figure x.x Termination Reasons Fields

Field	Description
Name	Enter a name for each Termination Reason. The Name may be up to 15 alphanumeric characters.
Description	Enter an explanation or reason for the termination. The Description may be up to 250 alphanumeric characters (including spaces).

Procedure to Establish Termination Reasons

- Prepare a list of possible Termination Reasons and a description of each.
- Enter the name of the Termination Reason in the Name text box.
- Enter an explanation or description of the Termination Reason in the Description text box.
- Click Save.

Related Topics

Job Right 'Office - Termination Reasons'

[TOP]

6.8 Time Cards

Purpose
Whenever an employee clocks in or out of Focus, a Time Card is saved. These Time Cards contain the time and date of the clock in, time and date of the clock out, Job, Revenue Center Sales, credit card tips, and break times. Time card data may be edited or added by an employee with the "Edit Time Cards" job right.

Restrictions
If the employee does not have the Edit Time Cards Job Right the Time Cards Menu option is disabled. If the user is restricted to specific Jobs then only employees who have one of those Jobs appear in the list. Terminated employees do not appear in the list.

Accessing the Time Cards Window
While in Focus Setup, select Employees > Time Cards.

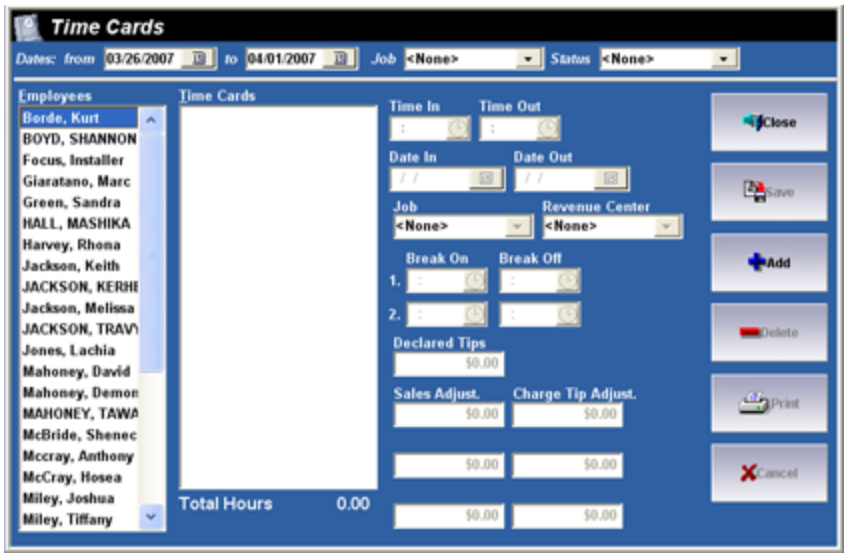


Figure x.x Time Cards Filters

Filter	Description	
Dates	**From**	Enter the start date of the Time Card to be displayed. Clicking on the word "From" will automatically advance the start date and edit date to the previous pay period.
	To	Enter the end date of the time card to be displayed and press the Tab key to update the Time Cards List. Clicking on the word "To" will automatically advance the start date and end date to the next pay period.
Job	Specify a Job to view Time Cards to those with the selected Job.	
Status	**On Clock**	Only employees that are currently on the clock are included in the Employee List.
	Off Clock	Only employees that are not on the clock are included in the Employee List.
	Time Clock	Only employees that worked during the pay period are included in the Employee List.

Figure x.x Time Cards Fields

Fields	Description	
Employees	Only the employees and Jobs allowed by Accessible Jobs appear in the Employee List.	
Time Cards	The Time Cards List displays the clock in clock out record for the period defined in dates.	
Time In	Displays the time that the employee logged in.	
Time Out	Displays the time that the employee logged out.	
Date In	Displays the date that the employee logged in.	
Date Out	Displays the date that the employee logged out.	
Job	Displays the Job that the employee performed. The user may only choose Jobs the employee is allowed to work.	
Revenue Center	Displays the Revenue Center that the employee logged into. The Revenue Center may be edited to another Revenue Center.	
Break 1	**On**	Displays the time that the employee started break 1.
	Out	Displays the time that the employees break 1 ended.

Break 2	**On**	Displays the time that the employee started break 2.
	Out	Displays the time that the employees break 2 ended.
Declared Tips	Displays the amount of tips that the employee declared at clock out.	
Sales Adjustment	Tipped Sales are adjusted by this amount. For example, this field is used to allocate banquet sales to employees that worked banquet.	
Charge Tip Adjustment	Charge Tips are adjusted by this amount. For example, this field is used to allocate banquet tips to employees that worked a banquet.	
Total Hours	Breaks are deducted from the hours worked. The dock pay options are used to compute the net break time. The current tim is used to compute the hours for Time Cards when the employee is still clocked in or are on break.	
Adjustment Fields	User-defined fields that allow the user to record information associated with the Time Card. They also appear on the Payroll Report. The names of these fields are defined in Miscellaneous > General > Timekeeping.	

Figure x.x Time Cards Commands

Fields	Description
Close	Only the employees and Jobs allowed by Accessible Jobs appear in the Employee List.
Save	Press Save or select another time record in the Time Card to save the Time Card and exit add mode.
Add	Press Add to save the Time Card and continue adding Time Cards.
Delete	Press Delete to delete a Time Card.
Print	Press Print to print a list of hours worked for the selected employee.
Cancel	Press the "Cancel" button to exit add mode without saving the current Time Card.

Related Topics

Job Right 'Time Manager - Edit Time Cards'

[TOP]

6.8.1 Editing Time Card Records

Purpose

The procedure to edit Time Cards are listed below.

Restrictions

Time Cards are stored by pay period witch is configured in Miscellaneous > General > Timekeeping. The dates may be changed to the dates required. All changed Time Cards are noted as edited. Current date restriction: If the user has the 'Restrict Timecard to Current Date' Job Right and they attempt to edit, add or delete a Time Card for a date other than the current date then the message "Operation only allowed for timecards for the current business date _____." is displayed.

Figure x.x Editing Time Cards

Hint	Description
Clocking	If the user is adding a Time Card and the date out field is left blank for an employee who is not clocked in

In	then the user is asked if they want to clock in the employee. If a keyboard is not available the user may be clocked in by pressing the "Date Out" caption.
Clocking Out	If the date out field is entered for an employee who is currently on the clock then the user is asked if they want to clock out the employee. The user is clocked out unless it is the Time Card for the current user that is editing the Time Cards then the message "The current user can only clock out using the time clock." is displayed.

Procedure to Edit Time Cards

- Access the Setup > Employees > Time Cards Window.
- Select the date range for the Time Card.
- Select the employee to edit.
- Make the appropriate changes to the Time Card.

Related Topics

Job Right 'Time Manager – Edit Time Cards'

See also (Setup > Employees > Time Cards)

[TOP]

6.8.2 Sample Time Card Printout

Purpose
A sample Time Card Printout and description of the fields are shown below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Attendance Report

```
Time Card (5/25/200X 9:32:33 AM)
Braswell, JEREMY
5/7/200X - 5/20/200X

Date       In    Out   Hours Job
----------------------------------------
05/09/0X 17:11 22:26  4.68 Cook
Break    19:13 19:47
05/10/0X 16:47 22:36  5.20 Cook
Break    19:21 19:58
05/11/0X 18:20 23:53  4.75 Cook
Break    21:39 22:27
05/12/0X 16:48 23:09  5.50 Cook
Break    19:31 20:22
05/13/0X 17:04 22:00  4.05 Cook
Break    19:48 20:41
05/14/0X 17:31 20:17  2.72 Cook
Break    20:14 20:17
05/16/0X 16:53 20:02  2.48 Cook
Break    20:02 20:42
05/16/0X 20:42 22:12  1.50 Cook
05/19/0X 08:43 12:10  2.77 Cook
Break    12:10 12:51
05/19/0X 12:51 15:07  2.27 Cook
05/20/0X 15:45 19:50  3.27 Cook
Break    19:50 20:39
05/20/0X 20:39 22:25  1.77 Cook
----------------------------------------
Total Hours          40.95
```

Figure x.x Attendance Report Fields

Option	Description
Date	The date the employee clocked in. Breaks are noted by the word "Break".
In	The time the employee clocked in or started a Break.
Out	The time the employee clocked out or ended a Break.
Hours	The number of hours the employee worked for the shift.
Job	The Job the employee worked for the shift.
Total Hours	The total number of hours the employee worked for the selected time period.

Related Topics (none)

[TOP]

7. Customer

Purpose
The Optional Customer Options Window contains the components for using and maintaining a database of Customers for delivery, pickup and Customer tracking.

Accessing the Customers Window
While in Focus Setup, select Customers.

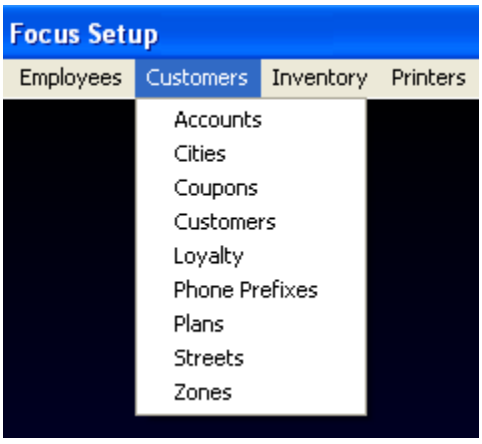


Figure x.x Customers Window Commands

Field	Description
Accounts	Add, remove and maintain accounts.

Cities	Add, remove and maintain cities.
Coupons	Add, remove and maintain loyalty coupons.
Customers	Add, remove and maintain customers.
Loyalty	Add, remove and maintain loyalty options.
Phone Prefixes	Add, remove and maintain phone prefixes.
Plans	Add, remove and maintain loyalty plans.
Streets	Add, remove and maintain streets.
Zones	Add, remove and maintain delivery zones.

Related Topics (none)

[TOP]

7.1 Accounts

Purpose
The Accounts Window is where the Customers with Accounts can be configured and edited. The Accounts configuration is not required before using the Customer Module. The primary fields in the Accounts Window have letters underlined (First Name) by hitting the "Alt" key and the underlined letter or number the cursor will be moved to that field.

Accessing the Accounts Window
While in Focus Setup, select Customer > Accounts.

Figure x.x – Customers Account Fields

Field	Description
Customers	A list of existing Customers sorted alphabetically by Last Name. Select a Customers Last Name to display all associated data for the selected Customer. At the top of the Customer Accounts list box the number of Customers Accounts will be displayed e.g. (3). If the user arrives at the Customer (Accounts) Window screen via the Accounts Menu then the field that appears in the list box depends on the Account Order field in Miscellaneous > General > Customer > Account Order.
First Name	**Required -** The Customer's First Name, up to 20 alphanumeric characters.
Last Name	**Required** - The Customer's Last Name, up to 20 alphanumeric characters.
Phone #	Display the Customer's Phone number, up to 10 numeric characters. **Note:** The Customers are usually added at the time of purchase. The fields that are required are configured in Setup > Order Entry > Order type > New Customer Fields .
Card #	Displays the Customer's Account or Card Number, up to 20 alphanumeric characters.
Picture File Name	Display a Customer's picture selected from a graphic file. The Customer's picture will be displayed in the upper right corner of the Customer Found Window.
Address	The Customer's Address, up to 30 alphanumeric characters.
Apt./Suite	The Customer's Apartment or Suite Number, up to 5 alphanumeric characters.
City	The Customer's City, select from the drop list of pre-configured Cities.
State	The Customer's State, select from the drop list of pre-configured States.
Zip Code	Enter the Customer's Zip Code, up to 5 alphanumeric characters.
Delivery Zone	The Customer's Delivery Zone, select from the drop list of pre-configured Delivery Zones.
Delivery Instructions	The instructions on arrive at the Customer, 3 lines with 35 alphanumeric characters.
Phone #2	Display the Customer's second Phone Number, up to 10 numeric characters.
Fax #	Display the Customer's Fax Number, up to 10 numeric characters.
Comments	Any other information regarding the Customer, up to 60 alphanumeric characters.
Do Not Deliver	A check box to not allow delivery. (The warning "Do not deliver" will flash on the customer screen in Focus Order Entry.)
Bad Check	A check box to indicate that the Customer has a bad check. (The warning "Bad check" will flash on the Customer Window in Focus Order Entry.)
Allow Charge	A check box to indicate that the Customer is allowed to charge. This option controls whether the customer will be displayed in the Customers Accounts Window. (The warning "Allow charge" will flash on the Customer Window in Focus Order Entry.)
VIP	A check box to indicate that the Customer is a VIP. (The warning "VIP" will flash on the Customer Window in Focus Order Entry.)
Return Mail	If checked, the next time the Customer is used the server will be notified that a new address is needed.
Require Approval	If checked, the server will be prompted to receive manager approval to continue. The job right "Customer – Approve" is required
E-Mail Address	Enter the E-mail Address, up to 30 alphanumeric characters.

Company	Enter the Company Name, up to 25 alphanumeric characters.
Birth Date	Enter the Customer's Birth Date, up to 8 numeric characters.
Anniv. Date	Enter the Customer's Anniversary Date, 8 numeric characters.
Charge Limit	Enter the payment limit is the Customer is allowed to charge. If there is no limit then the Customer has no limit set. **Note:** The payment must be configured in Setup > Order Entry > Payments > Type> Local Account is turned on.
Balance	Will display the Customer's current Balance. Customers with a credit balance will be displayed "negative sign –"
Loyalty Plan 1-4	Check the plan the Customer is a member of.

Figure x.x – Customer Accounts Commands

Close	Closes and exits the Customers Window and saves changes to the current screen.
Save	Saves the changes in the Customers Window without closing the dialog box.
Add	Allows a new Customer to be added to the Customer list. Default values are copied on the Phone Prefix (Area Code and Prefix), City, State, Zip Code and Delivery Zone of the previously selected Customer.
Delete	Click Delete to remove a Customer from the Customers list. A message prompts the operator to confirm the deletion.
Tools	Click Tools to print, print labels, import and export.
Find	Click Find to access the Customer Filter Window. In the Customer Filter Window pre-configured filters can be used for searches on the Customer database.
Loyalty Detail	Click Loyalty Detail to display a list of sales information for the Customer.
Cancel	Click Cancel to close without saving.

Related Topics

Job Right 'Office - Accounts'

[TOP]

7.1.1 Adding an Account

Purpose

The steps to add an Account to the system are added below. Note: The Cities, Phone Prefixes, Streets, and Zones tabs should be established before this procedure can be completed. New Customers may also be added at their first order from the Customer Command on Focus Order Entry.

Procedure to Add an Account

- Access the Customers > Accounts Window .
- Click Add.
- Input the Customer information.

- Click Save.

Related Topics

Job Right 'Office - Accounts'

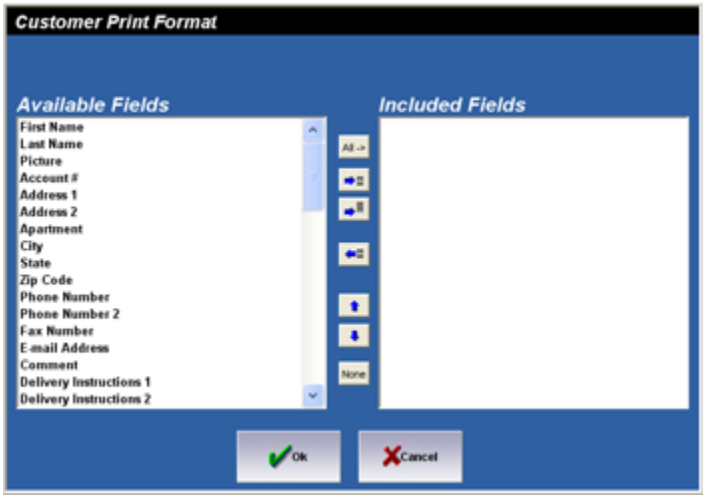
[TOP]

7.1.2 Print a List of Customer Accounts

Purpose
The Accounts Print Format Window is used to print various information from the Customer database. Items that appear in the Included Fields section will be printed in the order they are listed.

The commands down the center of the screen are used to move items over to the Included Fields section.

Options Available to Print
First Name, Last Name, Picture, Account #, Address 1, Address 2, Apartment, City, State, Zip Code, Phone Number, Phone Number 2, Fax Number, E-mail Address, Comment, Delivery Instructions 1, Delivery Instructions 2, Delivery Instructions 3, Zone, Do Not Deliver, Bad Check, Allow Charge, VIP, Charge Limit, Birth Date, Prefix, Suffix, Last Visit, Order $ Total, Number of Orders, Company, Last Payment Date, Balance, Anniversary Date, Returned Mail, Require Approval, Loyalty Plan 1, Loyalty Plan 2, Loyalty Plan 3, Loyalty Plan 4, Loyalty Plan 1 Current Points, Loyalty Plan 2 Current Points, Loyalty Plan 3 Current Points, Loyalty Plan 4 Current Points, Loyalty Plan 1 Total Points, Loyalty Plan 2 Total Points, Loyalty Plan 3 Total Points, Loyalty Plan 4 Total Points, Loyalty Plan 1 Coupons/Discounts Issued, Loyalty Plan 2 Coupons/Discounts Issued, Loyalty Plan 3 Coupons/Discounts Issued, Loyalty Plan 4 Coupons/Discounts Issued, Loyalty Plan 1 Discounted Amount, Loyalty Plan 2 Discounted Amount, Loyalty Plan 3 Discounted Amount, Loyalty Plan 4 Discounted Amount.



Procedure to Print Accounts Information

- Access the Customers > Accounts Window.
- Click Tools.
- Click Print.
- Select the fields you wish to print.

- Click OK.

Related Topics

Job Right 'Office - Accounts'

[TOP]

7.1.3 Print Customer Accounts Labels

Purpose
The Print Labels option prints labels for the Accounts currently displayed in the Accounts list box.

For this example, labels will be printed for Steve Arooni, Becky Baker, Matt Kovo and Russ McGuire.

Procedure to Print Account Labels

- Access the Customers > Accounts Window.
- Click Tools.
- Click Print Labels. **Note:** Labels will be printed for the list of currently displayed Customers. Use the Find feature to filter Customers.

Related Topics

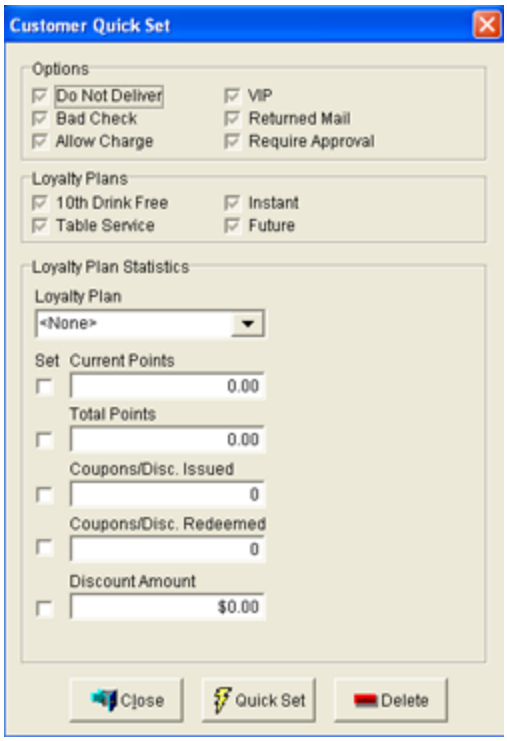
Job Right 'Office - Accounts'

[TOP]

7.1.4 Quick Set Customer Accounts Options

Purpose
The Customer Quick Set Window is used to configure options for multiple Customers at once.

Options Available to Quick Set
Do Not Deliver, Bad Check, Allow Charge, VIP Returned Mail, Require Approval, Loyalty Plans (up to 4 user-defined plans), Loyalty Plan Statistics, Current Points, Total Points, Coupons/Discounts Issued, Coupons/Discounts Redeemed and Discount Amount.



Procedure to Quick Set Accounts

- Access the Customers > Accounts Window.
- Click Tools.
- Click Quick Set. **Note:** Options will be Quick Set for the list of currently displayed Customers. Use the Find feature to filter Customers.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office - Accounts'

[TOP]

7.1.5 Import Customer Accounts

Purpose
The Customer Import/Export Format Window is used to import or export various information from the Customer database. Items that appear in the Included Fields section will be printed in the order they are listed.

The "File Name" field is the location the imported file resides.

Options Available to Print
First Name, Last Name, Picture, Account #, Address 1, Address 2, Apartment, City, State, Zip Code, Phone Number, Phone Number 2, Fax Number, E-mail Address, Comment, Delivery Instructions 1, Delivery Instructions 2, Delivery Instructions 3, Zone, Do Not Deliver, Bad Check, Allow Charge, VIP, Charge Limit, Birth Date, Prefix, Suffix, Last Visit, Order $ Total, Number of Orders, Company, Last Payment Date, Balance, Anniversary Date, Returned Mail, Require Approval, Loyalty Plan 1, Loyalty Plan 2, Loyalty Plan 3, Loyalty Plan 4, Loyalty Plan 1 Current Points, Loyalty Plan 2 Current Points, Loyalty Plan 3 Current Points, Loyalty Plan 4 Current Points, Loyalty Plan 1 Total Points, Loyalty Plan 2 Total Points, Loyalty Plan 3 Total Points, Loyalty Plan 4 Total Points, Loyalty Plan 1 Coupons/Discounts Issued, Loyalty Plan 2 Coupons/Discounts Issued, Loyalty Plan 3 Coupons/Discounts Issued, Loyalty Plan 4 Coupons/Discounts Issued, Loyalty Plan 1 Discounted Amount, Loyalty Plan 2 Discounted Amount, Loyalty Plan 3 Discounted Amount and Loyalty Plan 4 Discounted Amount.

Procedure to Import Accounts Information

- Access the Customers > Accounts Window.
- Click Tools.
- Click Import.
- Input the File Name for the file to Import.
- Select the fields you wish to Import.

- Click OK.

Related Topics

Job Right 'Office - Accounts'

[TOP]

7.1.6 Export Customer Accounts

Purpose
The Customer Import/Export Format Window is used to import or export various information from the Customer database. Items that appear in the Included Fields section will be printed in the order they are listed.

The "File Name" field is the location the imported file resides.

Options Available to Print
First Name, Last Name, Picture, Account #, Address 1, Address 2, Apartment, City, State, Zip Code, Phone Number, Phone Number 2, Fax Number, E-mail Address, Comment, Delivery Instructions 1, Delivery Instructions 2, Delivery Instructions 3, Zone, Do Not Deliver, Bad Check, Allow Charge, VIP, Charge Limit, Birth Date, Prefix, Suffix, Last Visit, Order $ Total, Number of Orders, Company, Last Payment Date, Balance, Anniversary Date, Returned Mail, Require Approval, Loyalty Plan 1, Loyalty Plan 2, Loyalty Plan 3, Loyalty Plan 4, Loyalty Plan 1 Current Points, Loyalty Plan 2 Current Points, Loyalty Plan 3 Current Points, Loyalty Plan 4 Current Points, Loyalty Plan 1 Total Points, Loyalty Plan 2 Total Points, Loyalty Plan 3 Total Points, Loyalty Plan 4 Total Points, Loyalty Plan 1 Coupons/Discounts Issued, Loyalty Plan 2 Coupons/Discounts Issued, Loyalty Plan 3 Coupons/Discounts Issued, Loyalty Plan 4 Coupons/Discounts Issued, Loyalty Plan 1 Discounted Amount, Loyalty Plan 2 Discounted Amount, Loyalty Plan 3 Discounted Amount and Loyalty Plan 4 Discounted Amount.

Procedure to Export Accounts Information

- Access the Customers > Accounts Window.
- Click Tools.
- Click Export.
- Input the File Name for the file to Export.
- Select the fields you wish to Export.

- Click OK.

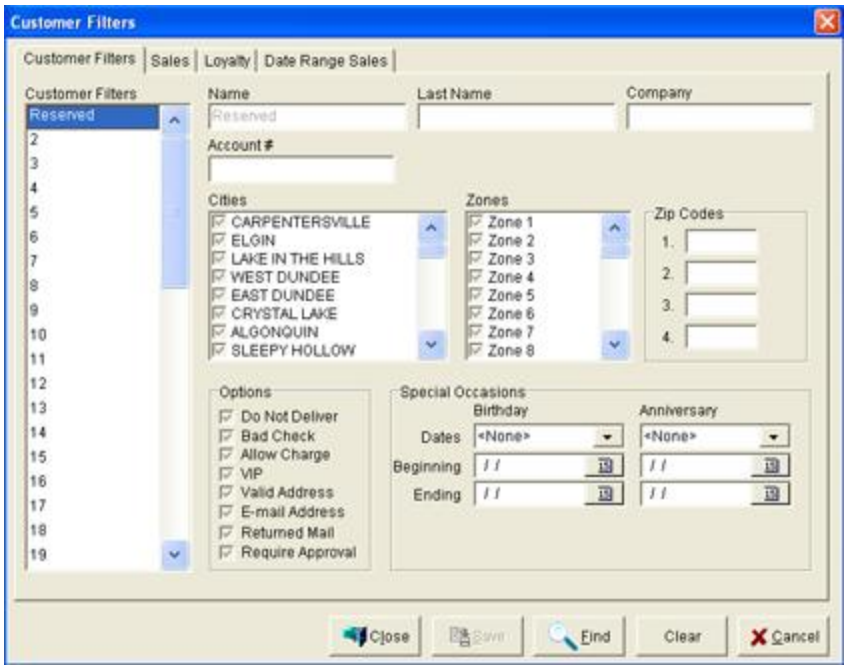
Related Topics

Job Right 'Office - Accounts'

[TOP]

7.1.7 Finding Customer Accounts

Purpose
The Accounts Find option allows you to search for Accounts based on the criteria you are looking for.



Procedure for Creating Customer Filters

- Access the Customers > Accounts > Find Window.
- Enter the name of each Customer Filter in a separate Name text box.
- Select or input the options used for the Customer Filter.
- Click Save.

Related Topics

Job Right 'Office – Accounts'

[TOP]

7.1.8 Loyalty Detail

Purpose
The Loyalty Detail Window displays a list of information for the currently selected Customer.

Accessing the Loyalty Detail Window
While in Focus Setup, select Customers > Accounts > Loyalty Detail.

Figure x.x – Customers Loyalty Detail Fields

Field	Description
Current Points	The number of points the Customer has on the Plan.
Total Points	The cumulative number of points the Customer has accumulated on the Plan. Cumulative points are not reset when the award level has been reached.
Coupons/Discounts Issued	The number of Coupons and Discounts issued to the Account.
Coupons/Discounts Redeemed	The number of Coupons and Discounts redeemed by the Account.
Discount Amount	The cumulative amount of Discounts earned by the Account.
First Order	The day of the first order of the Account.
Last Order	The day of the last order of the Account.
# of Orders	The number of orders by the Account.
Sales	The cumulative amount of sales by the Account.
Last Payment	The day of the last payment of the Account.

Related Topics

Job Right 'Office - Accounts'

[TOP]

7.2 Cities

Purpose
The Cities Window is used to establish the Cities that are selected for a Customer. Pre-configuring Cities facilitates quicker and more accurate entry of Customer information. Up to 100 separate Cities can be established.

Accessing the Cities Window
While in Focus Setup, select Customers > Cities.

Figure x.x – Cities Fields

Name	A unique name for each City. The name may be up to 20 alphanumeric characters.

Procedure to Name Cities

- Prepare a list of Cities.
- Enter the name of each City in a separate Name text box. Begin with first text box and enter the City consecutively.
- Click Save.
- Click Cancel or press the Escape key to exit edit mode without saving the current city.
- Click Close to close the form.

Related Topics (none)

[TOP]

7.3 Coupons

Purpose
The Coupons Window is used create Coupons for the Loyalty Module.

Accessing the Coupons Window
While in Focus Setup, select Customers > Coupons.

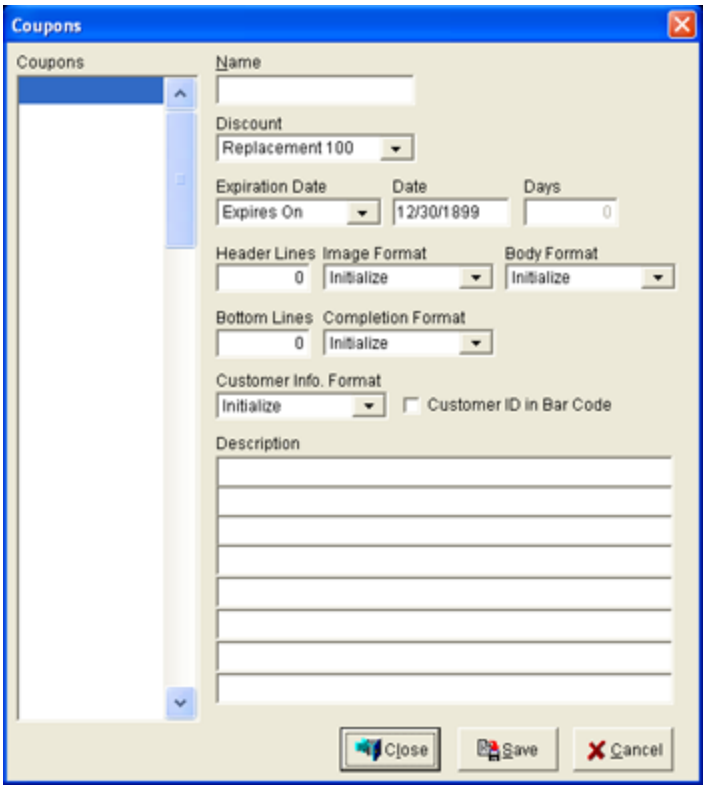


Figure x.x – Coupons Fields

Field	Description	
Name	Coupon name.	
Discount	Select from the user-defined Discounts.	
Expiration Date	**Expires On**	Select this option if the Coupon expires on a specific date. **NOTE:** This date prints on the coupon. The employee accepting the Coupon must manually enforce it.
	Expires After	Select this option if the Coupon expires a specific number of days after it was issued (the current business date is used as the issuing date).
Date	Enter the specific date that the coupon expires.	
Days	Enter the number of days after the Coupon was issued that is expires. This field is disabled if the expiration date option is set to Expires On.	
Header Lines	Number of lines above the guest check.	
Image Format	Printer Driver format to print the image.	
Body Format	Printer Driver format to print the check.	
Bottom Lines	Number of lines below the guest check.	
Completion Format	Select the printer format that will be sent to the printer after the Coupon has printed.	
Customer Info. Format	If a format is select the customer ID and customer name are printed on the Coupon.	

Customer ID in Bar Code	Turn this option on to embed the customer ID within the barcode printed on the bottom of the Coupon.
Description	Configure the text that will be printed on the Coupon.

Procedure to Establish Coupons

- Make a list of the Coupons that will be used. A maximum of 100 names are allowed.
- Input the appropriate information into the available fields.
- Continue entering Coupons as necessary.
- Click Save.

Related Topics (none)

[TOP]

7.4 Customers

Purpose
The Customer Window is used to establish Customers. The Customer configuration is not required before using the Customer Module. The Customers are usually added at the time of purchase. The fields that are required are configured in *Setup > Order Entry > Order type > New Customer Fields* .

Accessing the Customers Window
While in Focus Setup, select Customer > Customers.

Figure x.x – Customers Account Fields

Field	Description
Customers	A list of existing Customers sorted alphabetically by Last Name. Select a Customers Last Name to display all associated data for the selected Customer. At the top of the Customer Accounts list box the number of Customers Accounts will be displayed e.g. (3)
First Name	**Required -** The Customer's First Name, up to 20 alphanumeric characters.
Last Name	**Required -** The Customer's Last Name, up to 20 alphanumeric characters.
Phone #	Display the Customer's Phone Number, up to 10 numeric characters. **Note:** The Customers are usually added at the time of purchase. The fields that are required are configured in Setup > Order Entry > Order type > New Customer Fields .
Account #	Displays the Customer's Account or Card Number, up to 20 alphanumeric characters.
Picture File Name	Display a Customer's picture selected from a graphic file. The Customer's picture will be displayed in the upper right corner of the Customer Found Window.
Address	The Customer's Address, up to 30 alphanumeric characters.
Apt./Suite	The Customer's Apartment or Suite Number, up to 5 alphanumeric characters.
City	Select from the drop list of pre-configured Cities.
State	Select from the drop list of pre-configured States.
Zip Code	Enter the Customer's Zip Code, up to 5 alphanumeric characters.
Delivery Zone	Select from the drop list of pre-configured Delivery Zones.
Delivery Instructions	The instructions on arrive at the Customer, 3 lines with up to 35 alphanumeric characters.
Phone #2	Display the Customer's second Phone Number, up to 10 numeric characters.
Fax #	Display the Customer's Fax Number, up to 10 numeric characters.
Comments	Any other information regarding the Customer, up to 60 alphanumeric characters.
Do Not Deliver	A check box to not allow delivery. (The warning "Do not deliver" will flash on the customer screen in Focus Order Entry.)
Bad Check	A check box to indicate that the Customer has a bad check. (The warning "Bad check" will flash on the Customer Window in Focus Order Entry.)
Allow Charge	A check box to indicate that the Customer is allowed to charge. This option controls whether the customer will be displayed in the Customers Accounts Window. (The warning "Allow charge" will flash on the Customer Window in Focus Order Entry.)
VIP	A check box to indicate that the Customer is a VIP. (The warning "VIP" will flash on the Customer Window in Focus Order Entry.)
Return Mail	If checked, the next time the Customer is used the server will be notified that a new address is needed.
Require Approval	If checked, the server will be prompted to receive manager approval to continue. The job right "Customer – Approve" is required
E-Mail Address	Enter the E-mail Address, up to 30 alphanumeric characters.
Company	Enter the Company name, up to 25 alphanumeric characters.
Birth Date	Enter the Customer's Birth Date, up to 8 numeric characters.

Anniv. Date	Enter the Customer's Anniversary Date, up to 8 numeric characters.
Charge Limit	Enter the payment limit is the Customer is allowed to charge. If there is no limit then the Customer has no limit set. **Note:** The payment must be configured in Setup > Order Entry > Payments > Type> Local Account is turned on.
Balance	Will display the Customer's current balance. Customers with a credit balance will be displayed "negative sign –"
Loyalty Plan 1-4	Check witch plan the Customer is a member of.

Figure x.x – Customer Accounts Commands

Close	Closes and exits the Customers Window and saves changes to the current screen.
Save	Saves the changes in the Customers Window without closing the dialog box.
Add	Allows a new Customer to be added to the Customer list. Default values are copied on the Phone Prefix (area code and prefix), City, State, Zip code and Delivery zone of the previously selected customer.
Delete	Click Delete to remove a Customer from the Customers list. A message prompts the operator to confirm the deletion.
Tools	Click Tools to print, print labels, import and export.
Find	Click Find to access the customer filter screen. In the Customer Filter Window pre-configured filters can be used for searches on the Customer database.
Loyalty Detail	Click Loyalty Detail to display a list of sales information for the Customer.
Cancel	Click Cancel to close without saving.

Related Topics

Job Right 'Office - Customers'

Job Right 'Office – Edit Customers'

Job Right 'Customer - Approve'

[TOP]

7.4.1 Adding a Customer

Purpose

The steps to add a Customer to the system are added below. Note: The Cities, Phone Prefixes, Streets, and Zones tabs should be established before this procedure can be completed. New Customers may also be added at their first order from the Customer Command on Focus Order Entry.

Procedure to Add a Customer

- Access the Customers > Customers Window.
- Click Add.
- Input the Customer information.
- Click Save.

Related Topics

Job Right 'Office - Customers'

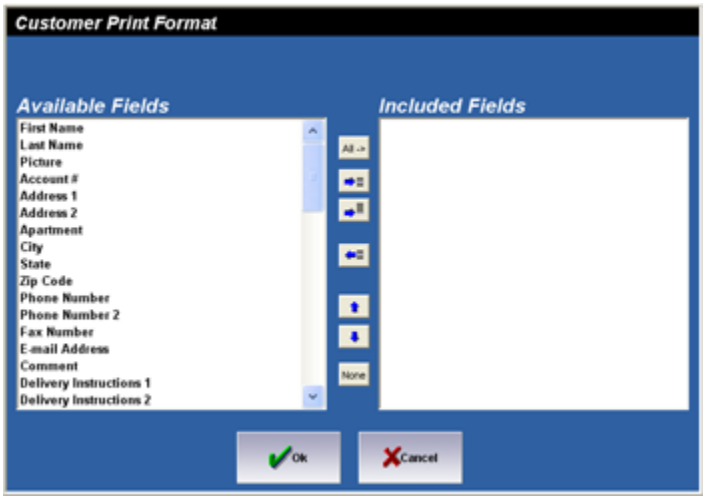
[TOP]

7.4.2 Print a List of Customers

Purpose
The Accounts Print Format Window is used to print various information from the Customer database. Items that appear in the Included Fields section will be printed in the order they are listed.

The commands down the center of the screen are used to move items over to the Included Fields section.

Options Available to Print
First Name, Last Name, Picture, Account #, Address 1, Address 2, Apartment, City, State, Zip Code, Phone Number, Phone Number 2, Fax Number, E-mail Address, Comment, Delivery Instructions 1, Delivery Instructions 2, Delivery Instructions 3, Zone, Do Not Deliver, Bad Check, Allow Charge, VIP, Charge Limit, Birth Date, Prefix, Suffix, Last Visit, Order $ Total, Number of Orders, Company, Last Payment Date, Balance, Anniversary Date, Returned Mail, Require Approval, Loyalty Plan 1, Loyalty Plan 2, Loyalty Plan 3, Loyalty Plan 4, Loyalty Plan 1 Current Points, Loyalty Plan 2 Current Points, Loyalty Plan 3 Current Points, Loyalty Plan 4 Current Points, Loyalty Plan 1 Total Points, Loyalty Plan 2 Total Points, Loyalty Plan 3 Total Points, Loyalty Plan 4 Total Points, Loyalty Plan 1 Coupons/Discounts Issued, Loyalty Plan 2 Coupons/Discounts Issued, Loyalty Plan 3 Coupons/Discounts Issued, Loyalty Plan 4 Coupons/Discounts Issued, Loyalty Plan 1 Discounted Amount, Loyalty Plan 2 Discounted Amount, Loyalty Plan 3 Discounted Amount and Loyalty Plan 4 Discounted Amount.



Procedure to Print Accounts Information

- Access the Customers > Accounts Window.
- Click Tools.
- Click Print.
- Select the fields you wish to print.

- Click OK.

Related Topics

Job Right 'Office - Customers'

[TOP]

7.4.3 Print Customer Lables

Purpose
The Print Labels Window prints labels for the Accounts currently displayed in the Accounts list box. Avery #8160 1" x 2 5/8" mailing labels are supported.
For this example, labels will be printed for Steve Arooni, Becky Baker, Matt Kovo and Russ McGuire.

Procedure to Print Account Labels

- Access the Customers > Accounts Window.
- Click Tools.
- Click Print Labels. **Note:** Labels will be printed for the list of currently displayed Customers that have a Last Name, Address, City, State and Zip Code. Use the Find feature to filter Customers.

Related Topics

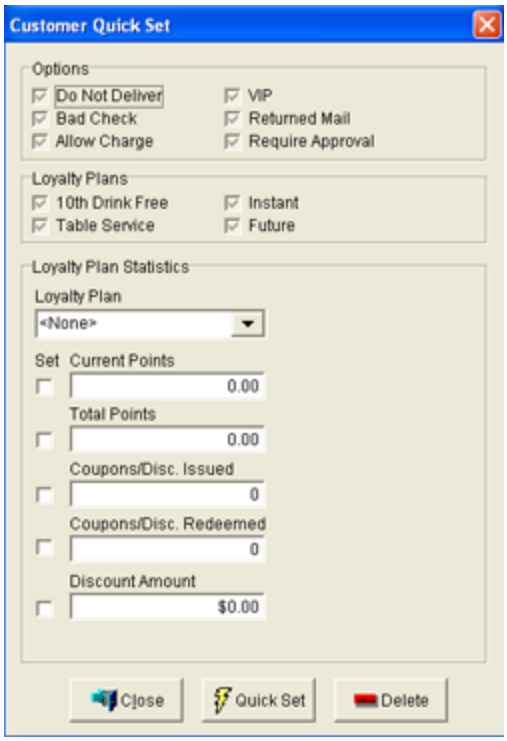
Job Right 'Office - Customers'

[TOP]

7.4.4 Quick Set Customer Options

Purpose
The Customer Quick Set Window is used to configure options for multiple customers at once.

Options Available to Quick Set
Do Not Deliver, Bad Check, Allow Charge, VIP Returned Mail, Require Approval, Loyalty Plans (up to 4 user-defined plans), Loyalty Plan Statistics, Current Points, Total Points, Coupons/Discounts Issued, Coupons/Discounts Redeemed and Discount Amount.



Procedure to Quick Set Accounts

- Access the Customers > Accounts Window.
- Click Tools.
- Click Quick Set. **Note:** Options will be Quick Set for the list of currently displayed Customers. Use the Find feature to filter Customers.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office - Customers'

[TOP]

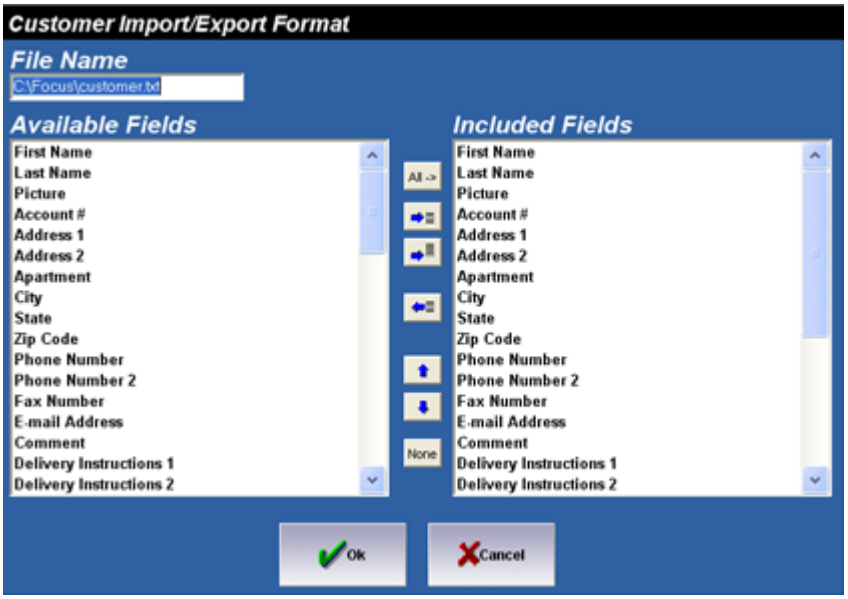
7.4.5 Import Customers

Purpose
The Customer Import/Export Format Window is used to import or export various information from the Customer database. Items that appear in the Included Fields section will be printed in the order they are listed.

The "File Name" field is the location the imported file resides.

Options Available to Print
First Name, Last Name, Picture, Account #, Address 1, Address 2, Apartment, City, State, Zip Code, Phone Number, Phone Number 2, Fax Number, E-mail Address, Comment, Delivery Instructions 1, Delivery Instructions 2, Delivery Instructions 3, Zone, Do Not Deliver, Bad Check, Allow Charge, VIP, Charge Limit, Birth Date, Prefix, Suffix, Last Visit, Order $ Total, Number of Orders, Company, Last Payment Date, Balance, Anniversary Date, Returned Mail, Require Approval, Loyalty Plan 1, Loyalty Plan 2, Loyalty Plan 3, Loyalty Plan 4, Loyalty Plan 1 Current Points, Loyalty Plan 2 Current Points, Loyalty Plan 3 Current Points, Loyalty Plan 4 Current Points, Loyalty Plan 1 Total Points, Loyalty Plan 2 Total Points, Loyalty Plan 3 Total Points, Loyalty Plan 4 Total Points, Loyalty Plan 1 Coupons/Discounts Issued, Loyalty Plan 2 Coupons/Discounts Issued, Loyalty Plan 3 Coupons/Discounts Issued, Loyalty Plan 4 Coupons/Discounts Issued,

Loyalty Plan 1 Discounted Amount, Loyalty Plan 2 Discounted Amount, Loyalty Plan 3 Discounted Amount and Loyalty Plan 4 Discounted Amount.



Procedure to Import Accounts Information

- Access the Customers > Accounts Window.
- Click Tools.
- Click Import.
- Input the File Name for the file to Import.
- Select the fields you wish to Import.

- Click OK.

Related Topics

Job Right 'Office - Customers'

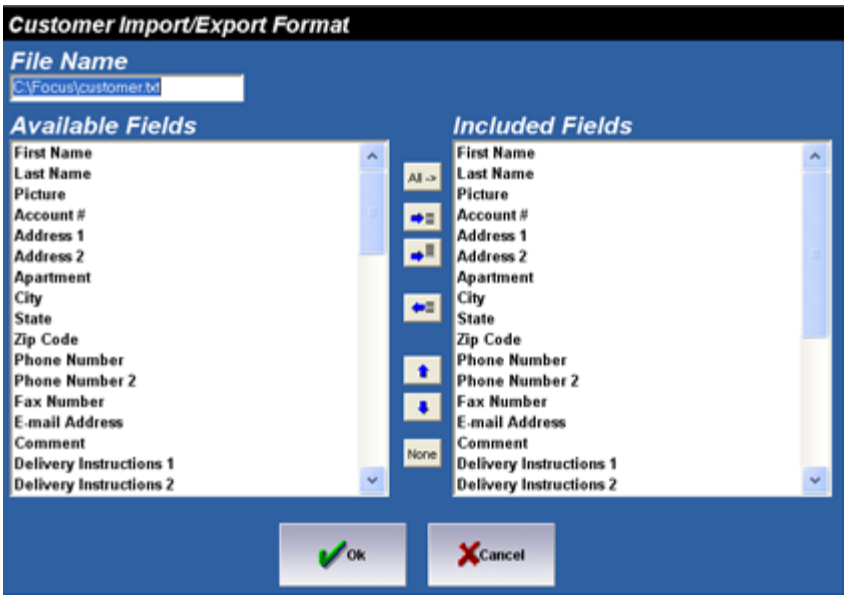
[TOP]

7.4.6 Export Customers

Purpose
The Customer Import/Export Format Window is used to import or export various information from the Customer database. Items that appear in the Included Fields section will be printed in the order they are listed.

The "File Name" field is the location the imported file resides.

Options Available to Print
First Name, Last Name, Picture, Account #, Address 1, Address 2, Apartment, City, State, Zip Code, Phone Number, Phone Number 2, Fax Number, E-mail Address, Comment, Delivery Instructions 1, Delivery Instructions 2, Delivery Instructions 3, Zone, Do Not Deliver, Bad Check, Allow Charge, VIP, Charge Limit, Birth Date, Prefix, Suffix, Last Visit, Order $ Total, Number of Orders, Company, Last Payment Date, Balance, Anniversary Date, Returned Mail, Require Approval, Loyalty Plan 1, Loyalty Plan 2, Loyalty Plan 3, Loyalty Plan 4, Loyalty Plan 1 Current Points, Loyalty Plan 2 Current Points, Loyalty Plan 3 Current Points, Loyalty Plan 4 Current Points, Loyalty Plan 1 Total Points, Loyalty Plan 2 Total Points, Loyalty Plan 3 Total Points, Loyalty Plan 4 Total Points, Loyalty Plan 1 Coupons/Discounts Issued, Loyalty Plan 2 Coupons/Discounts Issued, Loyalty Plan 3 Coupons/Discounts Issued, Loyalty Plan 4 Coupons/Discounts Issued, Loyalty Plan 1 Discounted Amount, Loyalty Plan 2 Discounted Amount, Loyalty Plan 3 Discounted Amount and Loyalty Plan 4 Discounted Amount.



Procedure to Export Accounts Information

- Access the Customers > Accounts Window.
- Click Tools.
- Click Export.
- Input the File Name for the file to Export.
- Select the fields you wish to Export.

- Click OK.

Related Topics

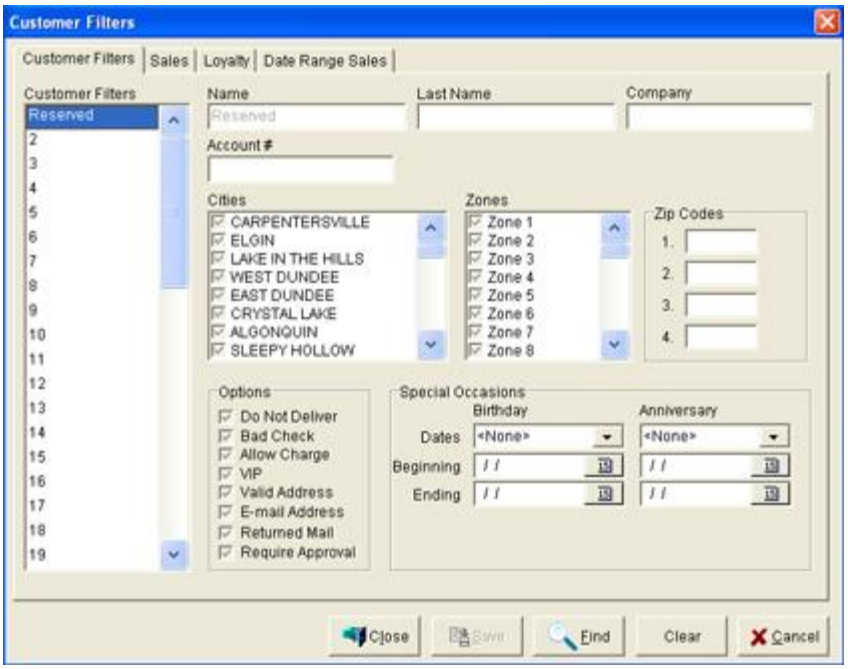
Job Right 'Office - Customers'

[TOP]

7.4.7 Finding Customers

Purpose

The Accounts Find Window allows you to search for Accounts based on the criteria you are looking for.



Procedure for Creating Customer Filters

- Access the Customers > Accounts > Find Window.
- Enter the name of each Customer Filter in a separate Name text box.
- Select or input the options used for the Customer Filter.
- Click Save.

Related Topics

Job Right 'Office - Customers'

[TOP]

7.4.8 Loyalty Detail

Purpose
The Loyalty Detail Window displays a list of information for the currently selected Customer.

Accessing the Loyalty Detail Window
While in Focus Setup, select Customers > Accounts > Loyalty Detail.

Figure x.x – Customers Loyalty Detail Fields

Field	Description
Current Points	The number of points the Customer has on the Plan.
Total Points	The cumulative number of points the Customer has accumulated on the Plan. Cumulative points are not reset when the award level has been reached.
Coupons/Discounts Issued	The number of Coupons and Discounts issued to the Account.
Coupons/Discounts Redeemed	The number of Coupons and Discounts redeemed by the Account.
Discount Amount	The cumulative amount of Discounts earned by the Account.
First Order	The day of the first order of the Account.
Last Order	The day of the last order of the Account.
# of Orders	The number of orders by the Account.
Sales	The cumulative amount of sales by the Account.
Last Payment	The day of the last payment of the Account.

Related Topics

Job Right 'Office - Customers'

[TOP]

7.5 Loyalty

Purpose
The Loyalty Window displays a list of information for the currently selected Customer.

Accessing the Loyalty Window
While in Focus Setup, select Customers > Loyalty.

Figure x.x – Loyalty Fields

Field	Description
Customers	A list of existing Customers sorted alphabetically by Last Name. Select a Customer's Last Name to display all associated data for the selected Customer. At the top of the Customer Accounts list box the number of Customers Accounts will be displayed e.g. (3)
First Name	**Required -** The Customer's First Name, up to 20 alphanumeric characters.
Last Name	**Required -** The Customer's Last Name, up to 20 alphanumeric characters.
Phone #	Display the Customer's Phone Number, up to 10 numeric characters. **Note:** The Customers are usually added at the time of purchase. The fields that are required are configured in Setup > Order Entry > Order type > New Customer Fields .
Card #	Displays the Customer's Account or Card Number, up to 20 alphanumeric characters.
Picture File Name	Display a Customer's picture selected from a graphic file. The Customer's picture will be displayed in the upper right corner of the Customer Found Window.
Address	The Customer's Address, up to 30 alphanumeric characters.
Apt./Suite	The Customer's Apartment or Suite Number, up to 5 alphanumeric characters.
City	The Customer's City, select from the drop list of pre-configured Cities.
State	The Customer's State, select from the drop list of pre-configured States.
Zip Code	Enter the Customer's Zip Code, up to 5 alphanumeric characters.
Delivery Zone	The Customer's Delivery Zone, select from the drop list of pre-configured Delivery Zones.

Delivery Instructions	The instructions on arrive at the Customer, 3 lines with up to 35 alphanumeric characters.
Phone #2	Display the Customer's second Phone Number, up to 10 numeric characters.
Fax #	Display the Customer's Fax Number, up to 10 numeric characters.
Comments	Any other information regarding the Customer, up to 60 alphanumeric characters.
Do Not Deliver	A check box to not allow delivery. (The warning "Do not deliver" will flash on the customer screen in Focus Order Entry.)
Bad Check	A check box to indicate that the Customer has a bad check. (The warning "Bad check" will flash on the Customer Window in Focus Order Entry.)
Allow Charge	A check box to indicate that the Customer is allowed to charge. This option controls whether the customer will be displayed in the Customers Accounts Window. (The warning "Allow charge" will flash on the Customer Window in Focus Order Entry.)
VIP	A check box to indicate that the Customer is a VIP. (The warning "VIP" will flash on the Customer Window in Focus Order Entry.)
Return Mail	If checked, the next time the Customer is used the server will be notified that a new address is needed.
Require Approval	If checked, the server will be prompted to receive manager approval to continue. The job right "Customer – Approve" is required
E-Mail Address	Enter the E-mail Address, up to 30 alphanumeric characters.
Company	Enter the Company name, up to 25 alphanumeric characters.
Birth Date	Enter the Customer's Birth Date, up to 8 numeric characters.
Anniv. Date	Enter the Customer's Anniversary Date, up to 8 numeric characters.
Charge Limit	Enter the payment limit is the Customer is allowed to charge. If there is no limit then the Customer has no limit set. **Note:** The payment must be configured in Setup > Order Entry > Payments > Type> Local Account is turned on.
Balance	Will display the Customer's current balance. Customers with a credit balance will be displayed "negative sign –"
Loyalty Plan 1-4	Check witch plan the Customer is a member of.

Figure x.x – Loyalty Commands

Close	Closes and exits the Customers Window and saves changes to the current screen.
Save	Saves the changes in the Customers Window without closing the dialog box.
Add	Allows a new Customer to be added to the Customer list. Default values are copied on the Phone Prefix (area code and prefix), City, State, Zip code and Delivery Zone of the previously selected Customer.
Delete	Click Delete to remove a Customer from the Customers list. A message prompts the operator to confirm the deletion.
Tools	Click Tools to Print, Print Labels, Import and Export.
Find	Click Find to access the Customer Filter Window. In the Customer Filter Window pre-configured filters can be used for searches on the Customer database.
Loyalty Detail	Click Loyalty Detail to display a list of sales information for the Customer.
Cancel	Click Cancel to close without saving.

Related Topics

Job Right 'Office - Loyalty'

[TOP]

7.5.1 Adding a Loyalty Customer

Purpose

The steps to add a Loyalty Customer to the system are added below. Note: The Cities, Phone Prefixes, Streets, and Zones tabs should be established before this procedure can be completed.

Procedure to Add a Customer

- Access the Customers > Loyalty Window.
- Click Add.
- Input the Customer information.
- Click Save.

Related Topics

Job Right 'Office - Loyalty'

[TOP]

7.5.2 Print a List of Loyalty Customers

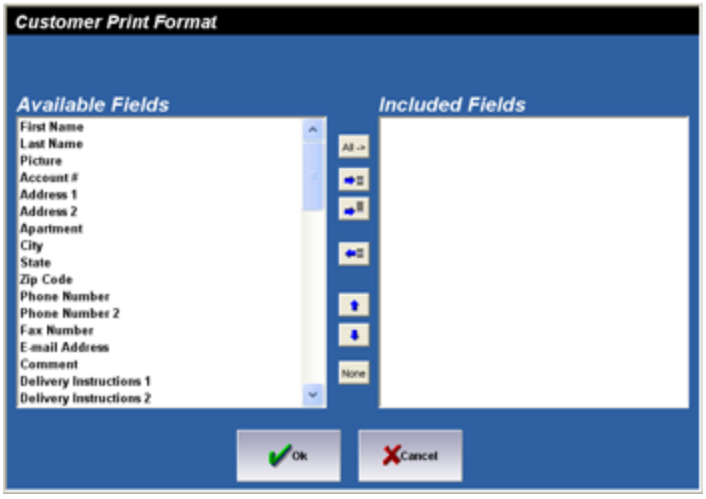
Purpose

The Loyalty Print Format Window is used to print various information from the Customer database. Items that appear in the Included Fields section will be printed in the order they are listed.

The commands down the center of the screen are used to move items over to the Included Fields section.

Options Available to Print

First Name, Last Name, Picture, Account #, Address 1, Address 2, Apartment, City, State, Zip Code, Phone Number, Phone Number 2, Fax Number, E-mail Address, Comment, Delivery Instructions 1, Delivery Instructions 2, Delivery Instructions 3, Zone, Do Not Deliver, Bad Check, Allow Charge, VIP, Charge Limit, Birth Date, Prefix, Suffix, Last Visit, Order $ Total, Number of Orders, Company, Last Payment Date, Balance, Anniversary Date, Returned Mail, Require Approval, Loyalty Plan 1, Loyalty Plan 2, Loyalty Plan 3, Loyalty Plan 4, Loyalty Plan 1 Current Points, Loyalty Plan 2 Current Points, Loyalty Plan 3 Current Points, Loyalty Plan 4 Current Points, Loyalty Plan 1 Total Points, Loyalty Plan 2 Total Points, Loyalty Plan 3 Total Points, Loyalty Plan 4 Total Points, Loyalty Plan 1 Coupons/Discounts Issued, Loyalty Plan 2 Coupons/Discounts Issued, Loyalty Plan 3 Coupons/Discounts Issued, Loyalty Plan 4 Coupons/Discounts Issued, Loyalty Plan 1 Discounted Amount, Loyalty Plan 2 Discounted Amount, Loyalty Plan 3 Discounted Amount and Loyalty Plan 4 Discounted Amount.



Procedure to Print Loyalty Information

- Access the Customers > Loyalty Window.
- Click Tools.
- Click Print.
- Select the fields you wish to print.

- Click OK.

Related Topics

Job Right 'Office - Loyalty'

[TOP]

7.5.3 Print Loyalty Customer Labels

Purpose
The Print Labels Window prints labels for the Customers currently displayed in the Customers list box.

For this example, labels will be printed for Becky Baker, Anna Banana and Matt Kovo.

Procedure to Print Loyalty Labels

- Access the Customers > Loyalty Window.
- Click Tools.
- Click Print Labels. **Note:** Labels will be printed for the list of currently displayed Customers. Use the Find feature to filter Customers.

Related Topics

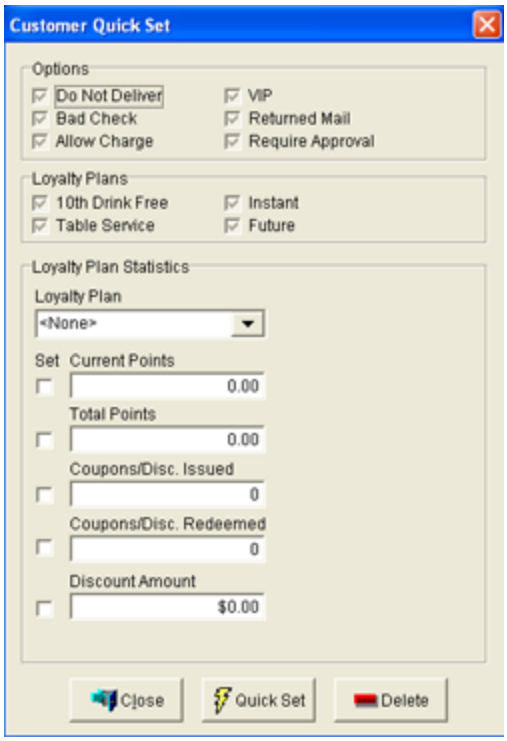
Job Right 'Office - Loyalty'

[TOP]

7.5.4 Quick Set Loyalty Customer Options

Purpose
The Loyalty Quick Set Window is used to configure options for multiple Customers at once.

Options Available to Quick Set
Do Not Deliver, Bad Check, Allow Charge, VIP Returned Mail, Require Approval, Loyalty Plans (up to 4 user-defined plans), Loyalty Plan Statistics, Current Points, Total Points, Coupons/Discounts Issued, Coupons/Discounts Redeemed and Discount Amount.



Procedure to Quick Set Loyalty Customers

- Access the Customers > Loyalty Window.
- Click Tools.
- Click Quick Set. **Note:** Options will be Quick Set for the list of currently displayed Customers. Use the Find feature to filter Customers.
- Select the options to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office - Loyalty'

[TOP]

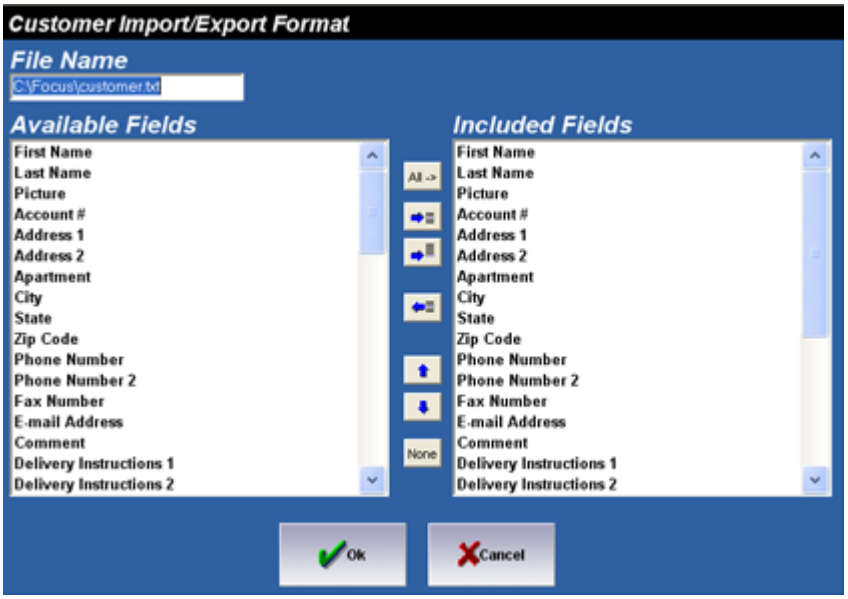
7.5.5 Import Loyalty Customers

Purpose
The Customer Import/Export Format Window is used to import or export various information from the Customer database. Items that appear in the Included Fields section will be printed in the order they are listed.

The "File Name" field is the location the imported file resides.

Options Available to Print
First Name, Last Name, Picture, Account #, Address 1, Address 2, Apartment, City, State, Zip Code, Phone Number, Phone Number 2, Fax Number, E-mail Address, Comment, Delivery Instructions 1, Delivery Instructions 2, Delivery Instructions 3, Zone, Do Not Deliver, Bad Check, Allow Charge, VIP, Charge Limit, Birth Date, Prefix, Suffix, Last Visit, Order $ Total, Number of Orders, Company, Last Payment Date, Balance, Anniversary Date, Returned Mail, Require Approval, Loyalty Plan 1, Loyalty Plan 2, Loyalty Plan 3, Loyalty Plan 4, Loyalty Plan 1 Current Points, Loyalty Plan 2 Current Points, Loyalty Plan 3 Current Points, Loyalty Plan 4 Current Points, Loyalty Plan 1 Total Points, Loyalty Plan 2 Total Points, Loyalty Plan 3 Total Points, Loyalty Plan 4 Total Points, Loyalty Plan 1 Coupons/Discounts Issued, Loyalty Plan 2 Coupons/Discounts Issued, Loyalty Plan 3 Coupons/Discounts Issued, Loyalty Plan 4 Coupons/Discounts Issued,

Loyalty Plan 1 Discounted Amount, Loyalty Plan 2 Discounted Amount, Loyalty Plan 3 Discounted Amount and Loyalty Plan 4 Discounted Amount.



Procedure to Import Loyalty Information

- Access the Customers > Accounts Window.
- Click Tools.
- Click Import.
- Input the File Name for the file to Import.
- Select the fields you wish to Import.

- Click OK.

Related Topics

Job Right 'Office - Loyalty'

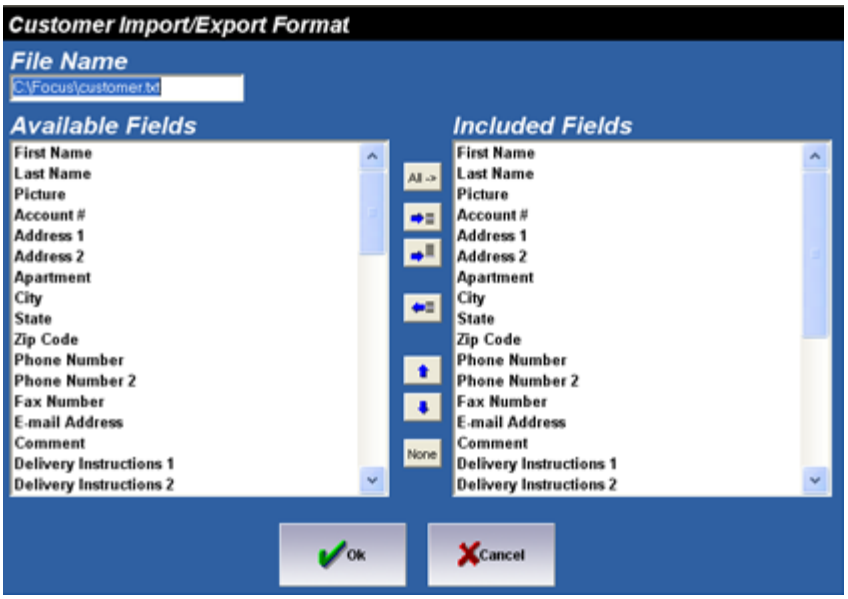
[TOP]

7.5.6 Export Loyalty Customers

Purpose
The Customer Import/Export Format Window is used to import or export various information from the Customer database. Items that appear in the Included Fields section will be printed in the order they are listed.

The "File Name" field is the location the imported file resides.

Options Available to Print
First Name, Last Name, Picture, Account #, Address 1, Address 2, Apartment, City, State, Zip Code, Phone Number, Phone Number 2, Fax Number, E-mail Address, Comment, Delivery Instructions 1, Delivery Instructions 2, Delivery Instructions 3, Zone, Do Not Deliver, Bad Check, Allow Charge, VIP, Charge Limit, Birth Date, Prefix, Suffix, Last Visit, Order $ Total, Number of Orders, Company, Last Payment Date, Balance, Anniversary Date, Returned Mail, Require Approval, Loyalty Plan 1, Loyalty Plan 2, Loyalty Plan 3, Loyalty Plan 4, Loyalty Plan 1 Current Points, Loyalty Plan 2 Current Points, Loyalty Plan 3 Current Points, Loyalty Plan 4 Current Points, Loyalty Plan 1 Total Points, Loyalty Plan 2 Total Points, Loyalty Plan 3 Total Points, Loyalty Plan 4 Total Points, Loyalty Plan 1 Coupons/Discounts Issued, Loyalty Plan 2 Coupons/Discounts Issued, Loyalty Plan 3 Coupons/Discounts Issued, Loyalty Plan 4 Coupons/Discounts Issued, Loyalty Plan 1 Discounted Amount, Loyalty Plan 2 Discounted Amount, Loyalty Plan 3 Discounted Amount and Loyalty Plan 4 Discounted Amount.



Procedure to Export Loyalty Information

- Access the Customers > Loyalty Window.
- Click Tools.
- Click Export.
- Input the File Name for the file to Export.
- Select the fields you wish to Export.

- Click OK.

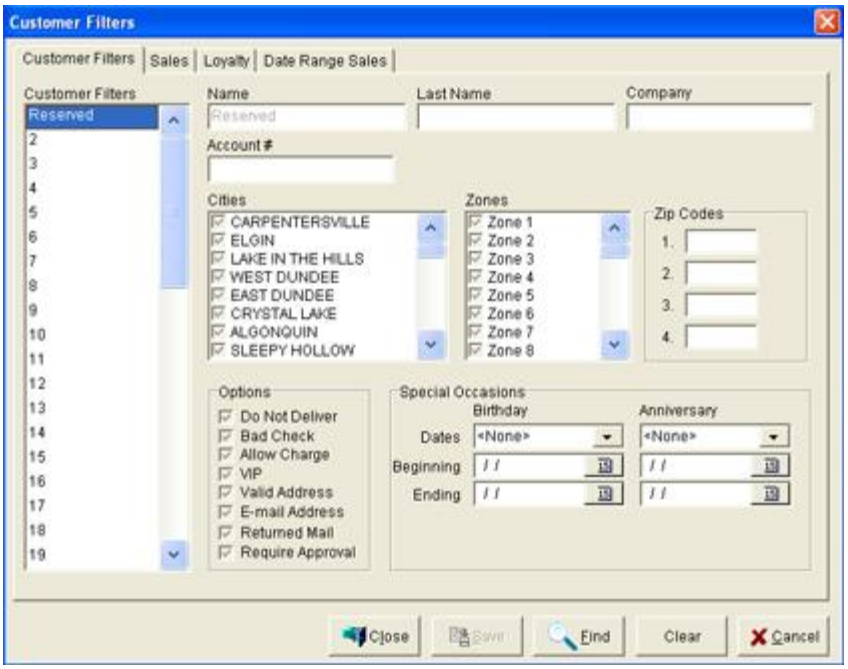
Related Topics

Job Right 'Office - Loyalty'

[TOP]

7.5.7 Finding Loyalty Customers

Purpose
The Loyalty Find Window allows you to search for Loyalty Customers based on the criteria you are looking for.



Procedure for Creating Loyalty Filters

- Access the Customers > Loyalty > Find Window.
- Enter the name of each Customer Filter in a separate Name text box.
- Select or input the options used for the Customer Filter.
- Click Save.

Related Topics

Job Right 'Office – Loyalty'

[TOP]

7.5.8 Loyalty Detail

Purpose
The Loyalty Detail Window displays a list of information for the currently selected Customer.

Accessing the Loyalty Detail Window
While in Focus Setup, select Customers > Accounts > Loyalty Detail.

Figure x.x – Customers Loyalty Detail Fields

Field	Description
Current Points	The number of points the Customer has on the Plan.
Total Points	The cumulative number of points the Customer has accumulated on the Plan. Cumulative points are not reset when the award level has been reached.
Coupons/Discounts Issued	The number of Coupons and Discounts issued to the Account.
Coupons/Discounts Redeemed	The number of Coupons and Discounts redeemed by the Account.
Discount Amount	The cumulative amount of Discounts earned by the Account.
First Order	The day of the first order of the Account.
Last Order	The day of the last order of the Account.
# of Orders	The number of orders by the Account.
Sales	The cumulative amount of sales by the Account.
Last Payment	The day of the last payment of the Account.

Related Topics

Job Right 'Office - Loyalty'

[TOP]

7.6 Phone Prefixes

Purpose
The Phone Prefixes Window is use to establish the Customer's Phone Prefixes for use with the Customer Search Window. The City, State, Zip Code, and the Delivery Zone may also be configured. The configuration of Phone Prefixes is not required before using the Customer Module. If Caller ID is not used in Focus Order Entry the first eight Phone Prefixes will be displayed.

Accessing the Phone Prefixes Window
While in Focus Setup, select Customers > Phone Prefixes.

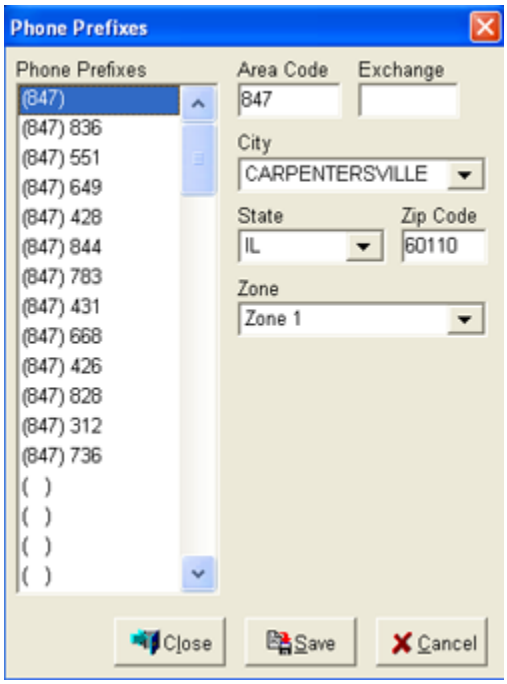


Figure x.x – Phone Prefix Fields

Field	Description
Area code	Enter the Area Code to be configured. The Area Code may be up to 3 alphanumeric characters.
Exchange	Enter the Exchange to be configured. The Exchange may be up to 3 alphanumeric characters.
City	Select the City that the Area Code is in.
State	Select the State that the Area Code is in.
Zip code	Enter the Zip Code that will be used for the Area Code
Zone	Select the Zone that the Area Code is in.

Figure x.x - Phone Prefix Commands

Command	Description
Close	Closes the Phone Prefixs Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Name Phone Prefixes
- Prepare a list of Phone Prefixes.

- Enter the information into the available fields.
- Click Save.

Related Topics (none)
"Customer setup" job right the menu option is disabled.

[TOP]

7.7 Plans

Purpose
The Loyalty Plans Window allows you to create Loyalty Plans and Receipts.

Figure x.x – Phone Prefix Options

Field	Description
Loyalty Plans	Used to setup Loyalty Plans for Customers.
Receipt	Used to describe the Loyalty Plans.

Related Topics (none)

[TOP]

7.7.1 Loyalty Plans

Purpose
The Loyalty Plans Window is used to setup Loyalty Plans for Customers.

Accessing the Loyalty Plans Window
While in Focus Setup, select Customer > Plans.

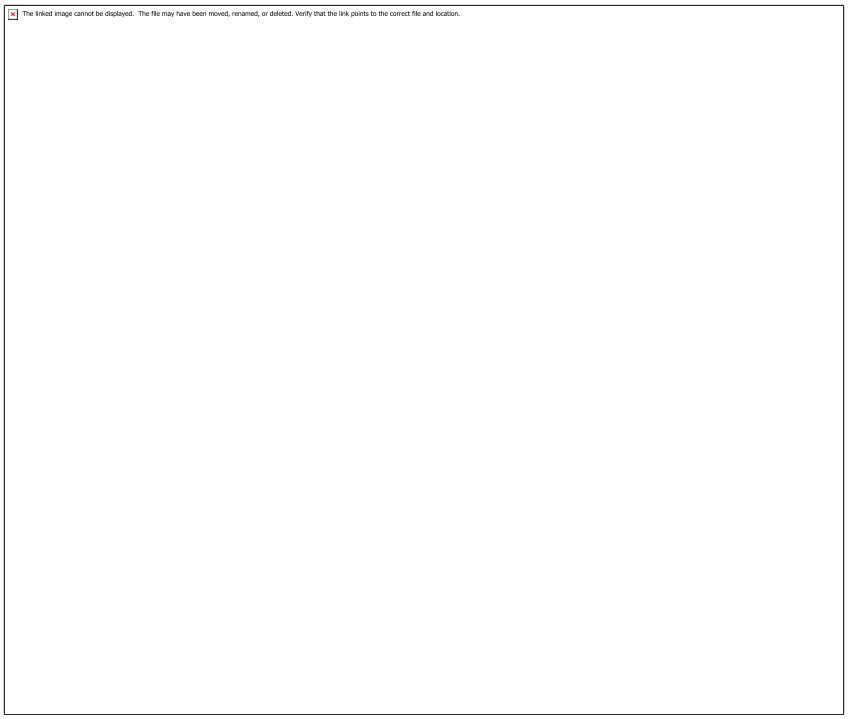

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Figure x.x – Loyalty Plans Fields

Field	Description	
Name	Enter the name of the Loyalty Plan.	
Active	Turn this option on to allow the Loyalty Plan to be in effect. If this option is off the points will not accumulate, instant Discounts and Coupons will not be awarded.	
Reward Type	**Bonus Coupon**	When the award level is reached a Coupon is printed. A Coupon may be specified if the reward type is Bonus Coupon otherwise this field is disabled.
	Bonus Discount	When the award level is reached the Customer qualifies for an automatic Discount on their NEXT order. A Discount may be specified if the reward type is "Bonus Discount" or "Instant Discount" otherwise this field is disabled.
	Instant Discount	The Customer qualifies for a Discount on the current order. Points are not accumulated and each order qualifies for an award. A Discount may be specified if the reward type is "Bonus Discount" or "Instant Discount" otherwise this field is disabled.
Bonus Method	**Points**	The bonus is accumulated Points. This field is disabled if the reward type is Instant Discount.
	Sales	The bonus is accumulated Sales. This field is disabled if the reward type is Instant Discount.
Bonus Level	The Bonus Level is specified to determine if the award is given. This field is disabled if the reward type is "Instant Discount".	
Qualifying Bonus Items	**Filters**	Five Filters may be specified to identify items that accumulate to the bonus.
	Points	Specify the number of points that each item in the filter counts towards the award.

Related Topics (none)

[TOP]

7.7.2 Receipt

Purpose
The Receipt Window is used to describe the Loyalty Plans

Accessing the Receipt Window
While in Focus Setup, select Customers > Plans > Receipt.

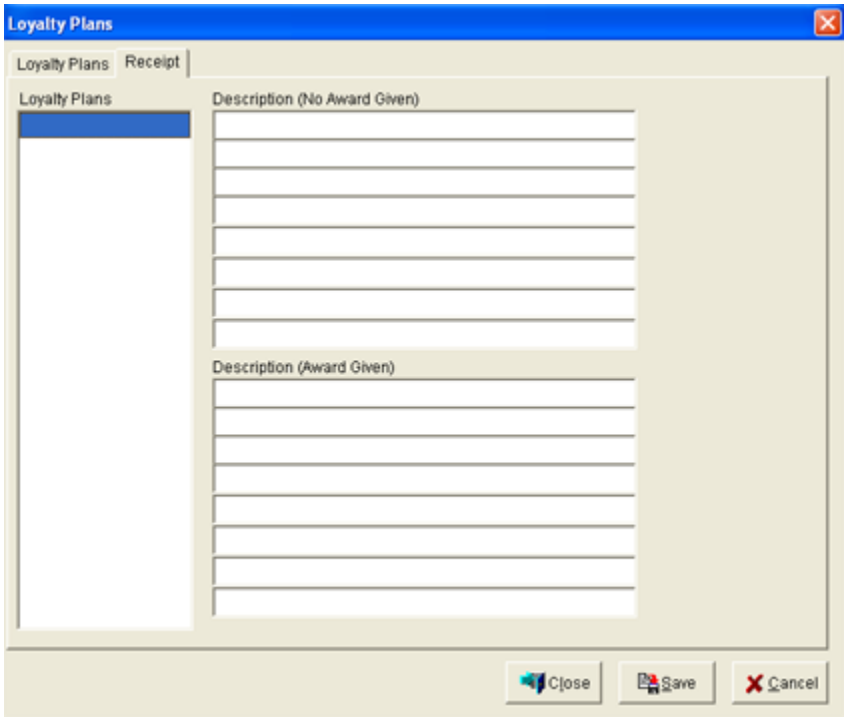


Figure x.x – Loyalty Plans Fields

Field	Description
Description (No Award Given)	The text printed on the Loyalty Receipt when the Customer has NOT qualified for an award.
Description (Award Given)	The text printed on the Loyalty Receipt when the Customer has qualified for an award.

Related Topics (none)

[TOP]

7.8 Streets

Purpose
The Streets Window is used to pre-configure the Customers Streets for ease of use when entering Customers. The City, State, Zip Code, and the Delivery Zone may also be configured. The configuration of Streets is not required before using the Customer Module. If Streets are pre-configured and the option Display Streets on New Customer is turned on in Miscellaneous > General > Customer Options , all of the Streets will be displayed in the New Customer screen in Focus Order Entry.

Accessing the Customers Streets Window
While in Focus Setup, select Customers > Streets.

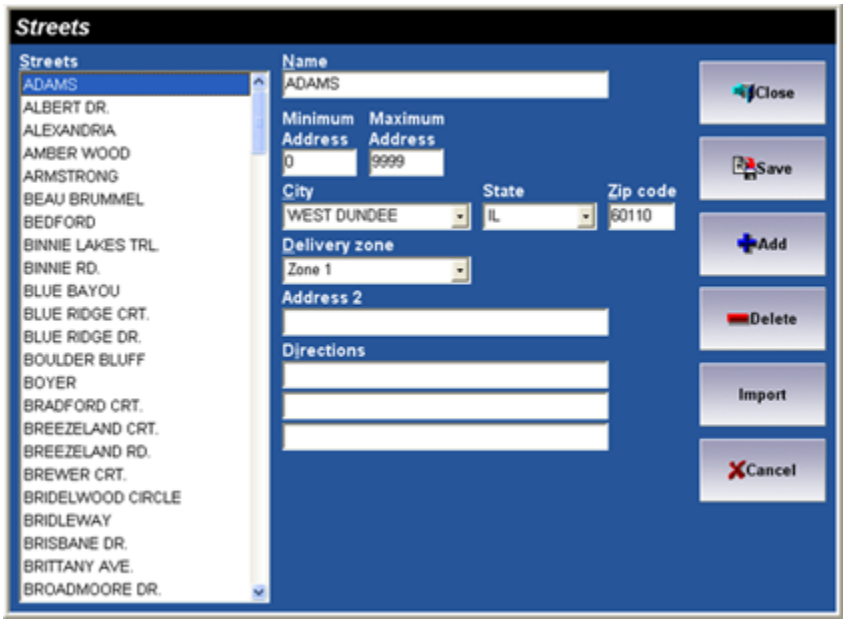


Figure x.x - Customers Streets Fields

Field	Description
Name	Enter the Street Name to be configured. The Street name may be up to 30 alphanumeric characters.
Minimum Address	Enter the Minimum street address to be configured. The Minimum Address may be up to 5 alphanumeric characters.
Maximum Address	Enter the Maximum street address to be configured. The Maximum Address may be up to 9 alphanumeric characters.
City	Select the City that the Street is in.
State	Select the State that the Street is in.
Zip code	Enter the Zip Code that will be used for the Street.
Delivery Zone	Select the Delivery Zone that the Street is in.
Address 2	Enter the second Address name that will be used for the Street. The Address 2 name may be up to 30 alphanumeric characters.
Directions	Enter the direction to the Street. The Directions may be up to 35 alphanumeric characters on 3 lines.

Figure x.x – Customers Streets Commands

Command	Description
Close	Closes and exits the Streets Window and saves changes to the current screen.
Save	Saves the changes in the Streets Window without closing the dialog box.
Add	Allows a new Street to be added to the Street list; Default values are copied on the Minimum Address, Maximum Address, City, State, Zip Code, Delivery Zone, Address2 and Directions of the previously selected Street.
Delete	Click Delete to remove a Street from the Streets list. A message prompts the operator to confirm the deletion.
Import	Allows you to import Streets.
Cancel	Exit the dialog box without saving.

Procedure to Add a Street

- Access the Customers > Streets Window.
- Click Add.
- Input the Street information.
- Click Save.

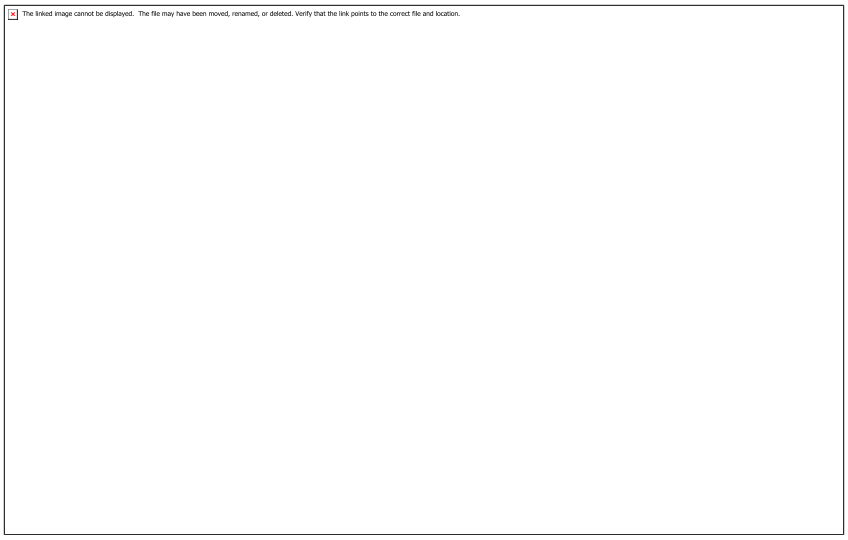
Related Topics (none)

[TOP]

7.8.1 Import

Purpose
The Street Import Window is used to import Streets for delivery purposes. **Note:** Streets to import are only visible after the Customer database is established.

Accessing the Street Import Window
While in Focus Setup, select Customers > Streets > Import.


The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Procedure to Import Streets

- Select the criteria you wish for the import.
- Click Import.
- Click Close.

Related Topics (none)

[TOP]

7.9 Zones

Purpose
The Zones Window is used to establish Delivery Zones. Up to 100 Zones may be entered into the system.

Accessing the Zones Window
While in Focus Setup, select Customers > Zones.

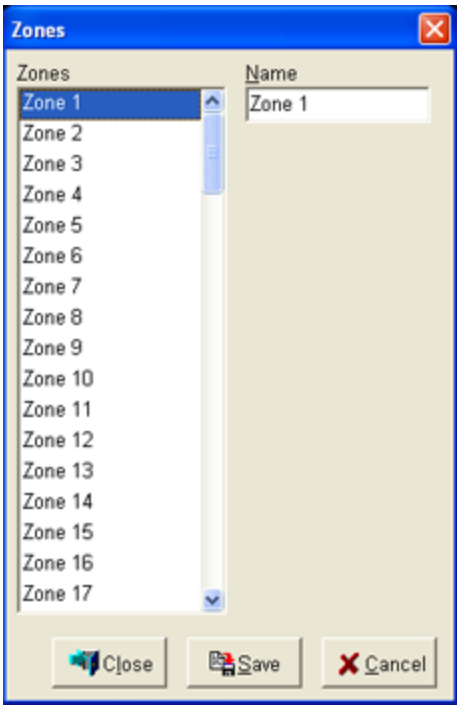


Figure x.x - Zone Window Fields

Field	Description
Name	Enter the name of each Zone up to 15 alphanumeric characters.

Figure x.x – Zone Window Commands

Command	Description
Close	Closes the Zones Window.
Save	Saves current changes.
Cancel	Cancels changes made prior to saving.

Procedure to Name Zones

- Prepare a list of Zones.
- Enter the name of each Zone in a separate Name text box.

Related Topics (none)

[TOP]

8. Inventory

Purpose
The Optional Inventory Module contains a variety of options for managing and maintaining detailed Inventory. In **Focus**, authorized personnel can enter and maintain Vendors and Inventory Items. The **Focus** system uses standard inventory formulas for calculating inventory. (Starting Inventory + Purchases – Sales = Projected Ending Inventory and Actual Inventory – Projected Ending Inventory = Variance.)

The Inventory Module is not a stand-alone operation. Before you begin, it would be a good idea to become familiar with the major functions of this module. The reports for Inventory are configured in Reports > Setup.

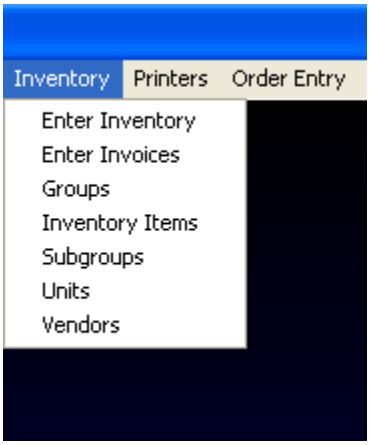


Figure x.x – Inventory Menu Options

Field	Description
Enter Inventory	Enter Inventories.
Enter Invoices	Enter Invoices.
Groups	Setup Inventory Groups.
Inventory Items	Setup Inventory Items.
Subgroups	Setup Inventory Subgroups.
Units	Setup Inventory Units.
Vendors	Setup Inventory Vendors.

Related Topics (none)

[TOP]

8.1 Enter Inventory

Purpose
The Enter Inventory Window is used to enter Inventories. If the Inventory has a green check ✔ then it has been posted.

Accessing the Enter Inventory Window
While in Focus Setup, select Inventory > Enter Inventory.

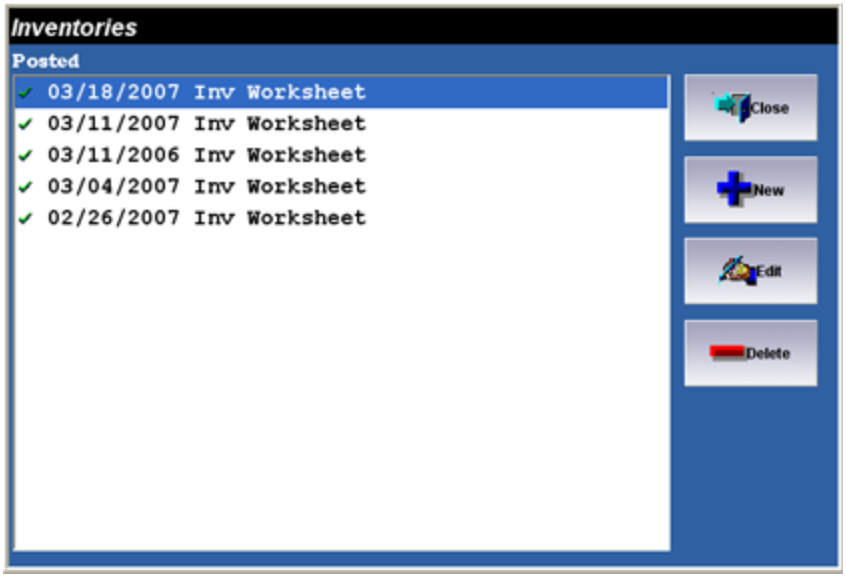


Figure x.x – Inventories Commands

Field	Description
Close	The Close button allows the operator to exit the Inventories Window.
New	The New button allows the operator to create a New Inventory.
Edit	The Edit button allows the operator to view and/or edit an existing Inventory until it is Posted.
Delete	The Delete button allows the operator to delete an Inventory that is not Posted.

Related Topics

Job Right 'Office – Enter Inventory'

[TOP]

8.1.1 Adding a New Inventory

Purpose
The procedures to enter a New Inventory are listed below.

Restrictions
Inventory Worksheets must be defined in *Reports > Setup* before entering New Inventory. The Inventory will need to Post in order for the items on the Inventory to be added to the Inventory. The Inventory may be entered and Posted at a later time. If the Inventory has a green check to the left of the date the Inventory has been Posted.

Figure x.x – New Inventory Fields

Field	Description
Post Date	Select the date that the Inventory will be Posted.
Worksheet	Select the Worksheet that will be used for the Inventory. Inventory Worksheets are configured in Reports > Setup and select the report type of "Inventory Worksheet Report".
Create	Allows the operator to create a New Inventory.
Cancel	Allows the operator to exit the New Inventory Window.

Procedure to Add a New Inventory

- Access the *Inventory > Enter Inventory* Window.
- Select the date of the Inventory to be Posted.
- Select the Worksheet to add an Inventory.
- Click Create.

Figure x.x – Create Inventory Fields

Field	Description
Item	Select the Item and enter the Quantity.
Oty	The number of Items in stock.
Unit	The Unit of the Items in stock.
Close	Allows the operator to exit the New Inventory Window.
Save	Saves the Inventory without Posting.
Post	Posts the Inventory.
Print	Allows the operator to print the Inventory.
Reopen	If an Inventory has been Posted and corrections need to be made then it can be Reopened.

- Enter the Qty of each Inventoried Item.
- Click Save to Save the Inventory.
- Click Post to Post the Inventory.

Related Topics

Job Right 'Office – Enter Inventory'

[TOP]

8.2 Enter Invoices

Purpose
The Enter Invoice Window is used to enter the Invoices of purchases.

Restrictions
Inventory Worksheets must be defined in *Reports > Setup* before entering New Inventory.

Accessing the Enter Invoices Window
While in Focus Setup, select Inventory > Enter Invoices.

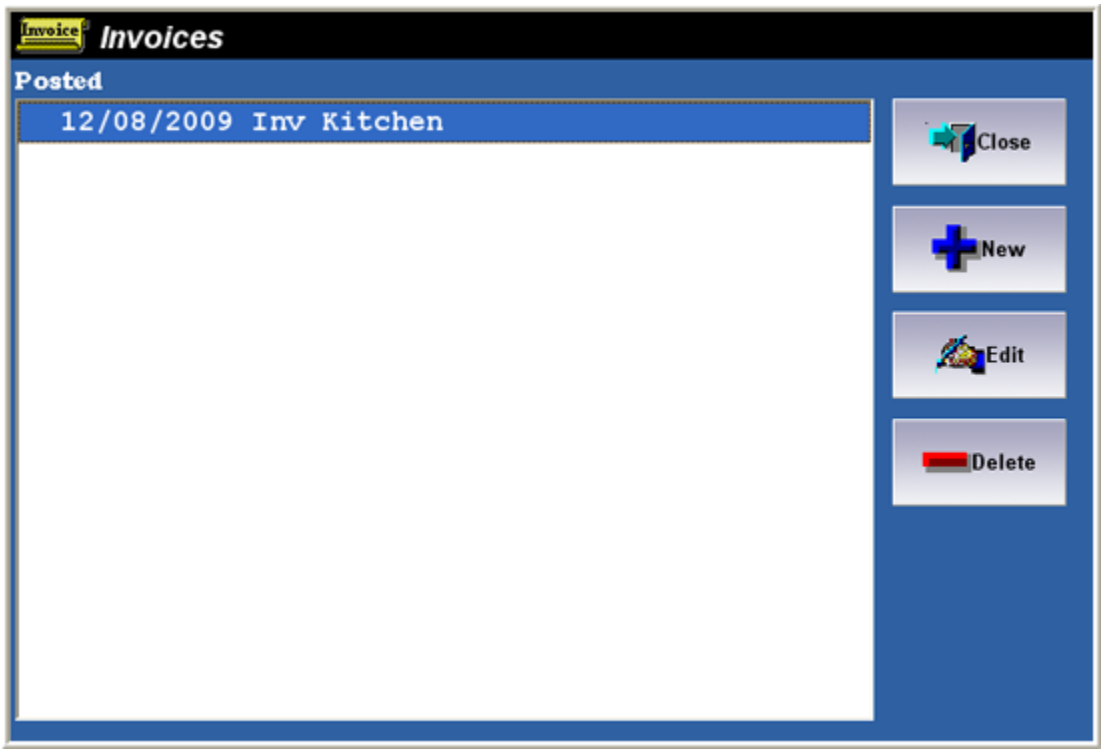


Figure x.x – Invoices Commands

Field	Description
Posted	A list of Invoices. If it the Invoice has a green check ✔ the Invoice has been posted it can be viewed but not edited.
Close	Exits the Invoices Window.
New	Allows the operator to create a New Invoice.
Edit	Allows the operator to view and/or Edit an existing Invoice.
Delete	Allows the operator to Delete an Invoice.

Related Topics

Job Right 'Office – Enter Invoices'

[TOP]

8.2.1 Adding a New Invoice

Purpose
The procedures to enter a New Invoice are listed below.

Restrictions
Inventory Worksheets must be defined in *Reports > Setup* before entering New Invoices. All the Inventory Invoices will need to Post in order for the Items on the Inventory Invoice to be added to the Inventory. The Inventory Items may be entered and Posted at a later time.

Figure x.x – New Inventory Fields

Field	Description
Post Date	Select the date to witch the invoice was received.
Invoice #	Enter the Invoice Number that will correspond with the New Invoice.
Worksheet	Select the Worksheet that will be used for the Invoice. Invoice Worksheets are configured in Reports > Setup, select the report type of Inventory Worksheet Report.
Create	Allows the operator to cerate a New Invoice.
Cancel	Allows the operator to exit the New Invoice Window.

Procedure to Add a New Invoice
- Access the *Inventory > Enter Invoices* Window.
- Select the date of the Invoice.
- Enter the Invoice Number.

- Select the Worksheet to add an Invoice.
- Click Create.

Figure x.x – Entering Invoices Fields

Field	Description
Item	Select the Item and enter the Quantity and Price.
Qty	The Quantity received.
Unit	The Units received.
Price	The Price of the Item received.
Extension	Automatically filled in calculation of Qty * Price.

Figure x.x – Entering Invoices Commands

Field	Description
Close	Allows the operator to exit the New Invoice Window.
Save	Saves the Invoice without posting.
Post	Posts the Invoice.
Print	Allows the operator to print the Invoice.
Reopen	If an Invoice has been Posted and corrections need to be made then it can be Reopened.

▪ Double Click an Item to receive. A scanner may also be used to receive the Item.
▪ Enter the Qty and Price of the Item.
▪ Click Save to Save the Invoice.
▪ Click Post to Post the Invoice.

Related Topics

Job Right 'Office – Enter Invoices'

[TOP]

8.3 Groups

Purpose
The Inventory Groups Window is where up to 100 Inventory Groups are configured.

Accessing the Inventory Groups Window
While in Focus Setup, select Inventory > Inventory Groups.

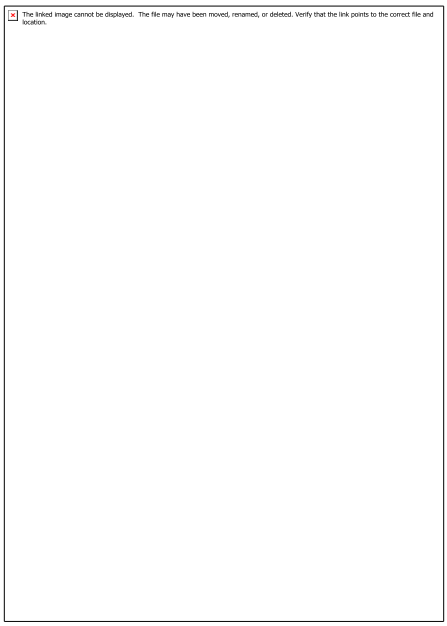

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Figure x.x – Inventory Groups Fields

Field	Description
Inventory Group	A list of Names for Inventory Groups.
Name	**Required –** A unique name for each Inventory Group. The name may be up to 15 alphanumeric characters.

Procedure to Establish Inventory Groups
▪ Click on an unused Groups.
▪ Click on the Name field

▪ Enter the Groups name.
▪ Click Save.

Related Topics

Job Right 'Office – Inventory Setup'

[TOP]

8.4 Inventory Items

Purpose
The Inventory Items Window is where Inventory Items as well as Menu Items with the Inventoried option on are configured. An example of a Menu Item that would have the Inventoried option on is bottled beer that is sold as well as inventoried.

Accessing the Inventory Items Window
While in Focus Setup, select Inventory > Inventory Items.

Figure x.x – Inventory Item Fields

Field	Description	
Filters	**Subgroup**	Filters the Inventory Items by Subgroups. Clicking on the word "Subgroup" will open the Inventory Subgroup Window.
	Vendor	Filters the Inventory Items by Vendor. Clicking the word "Vendor" will open the Vendors Window.
Inventory Items	The name of the Inventory Item.	
Name	The name of the Inventory Item.	
ID	The ID of the Inventory Item.	

Inventory Subgroup	Select the Inventory Subgroup that the item belongs.
Vendor	The Vendor that the Inventory Item will be purchased. Clicking the word "Vendor" will open the Vendors Window.
Vendor Item Number	The Item Number that the Vendor uses on the Vendors Invoice. This number appears on the Inventory Reorder Report.
Unit Conversions	User defined conversions.
Recipe Unit	Select a Unit that describes the quantity of the item as it is used in Recipes or as it is sold if it is a sale unit.
Quantity1	The quantity that will be sold to equal the Stock Unit.
Stock Unit	Select a Unit that describes the container for the item as it is counted for taking inventory.
Quantity2	The quantity that will be sold to equal the Purchase Unit.
Purchase Unit	Select a Unit that describes the container for the item as it is purchased from the Vendor.
Par level	The quantity that will be in stock before reorder point is reached for the Inventory Reorder Report.
Min. Purchase	The quantity that will be reordered on the Inventory Reorder Report.
Purchase cost	The initial purchase cost of the Inventory Item.

Figure x.x – Inventory Items Commands

Close	Closes and exits the Inventory Items Window and saves changes to the current screen.
Save	Saves the changes in the Inventory Items dialog box without closing the dialog box.
Add	Allows a new Inventory Item to be added to the Inventory Items list. Default values are copied on all of the fields of the previously selected Item except name. **Note:** Click Save to save the new Menu Item and exit the Add mode. To exit the Add mode without saving the information or adding an Item, click Cancel.
Delete	Click Delete to remove an Inventory Item from the Inventory Items list. A message prompts the operator to confirm the deletion.
Print	Print will print the Inventory Items and Recipe information that has been configured.
Recipe	Allows a Recipe for Ingredients to be created and cost calculated.
Items	Returns you back to the Items Window from the Recipe Window.
Cancel	Cancels changes made prior to Saving.

Related Topics

Job Right 'Office – Inventory Setup'

[TOP]

8.5 Recipe

Purpose
The Inventory Items Recipe Window is used to input the recipe of the Inventory Items.

Accessing the Inventory Items Window
While in Focus Setup, select Inventory > Inventory Items > Recipe.

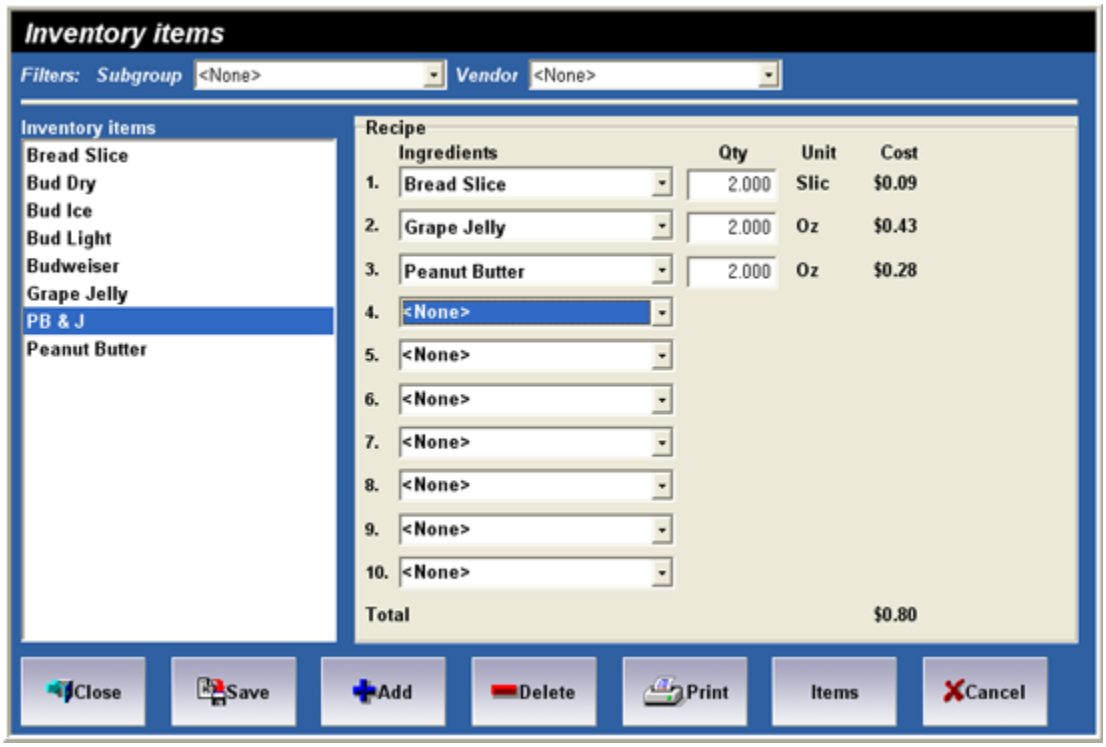


Figure x.x – Inventory Item Fields

Field	Description
Inventory Items	The name of the Inventory Item.
Ingredients	Select the Inventory Items that will be used in the recipe. The Units and Cost fields are the same as the ones configured in Inventory Items.
Qty	Enter the Quantity of the Ingredients to be used.
Unit	The Unit of the Inventory Item.
Cost	The extended Cost of the Ingredient.
Total	The Total is the Cost for this Inventory Item recipe.

Related Topics

Job Right 'Office – Inventory Setup'

[TOP]

8.6 Adding Inventory Items

Purpose
The procedures to add new Inventory Items are listed below.

Procedure to Add Inventory Items
- Access the *Inventory > Inventory Items* Window.
- Click Add. **Note:** The new Inventory Item will automatically retain the fields from the previously selected Item.
- Enter the Name of the Inventory Item.
- Enter the fields necessary for the Inventory Item.
- Click the Recipe Button and enter any necessary information.
- Click Save.

Related Topics

Job Right 'Office – Inventory Setup'

[TOP]

8.7 Subgroups

Purpose
The Inventory Subgroups Window is used to define the Subgroups that will be used in Inventory Items and Reports Setup. Up to 100 separate Inventory Subgroups can be established. The Inventory Worksheets can be setup to use the Inventory Subgroup to make the counting of Inventory easier.

Accessing the Inventory Subgroups Window
While in Focus Setup, select Inventory > Inventory Subgroups.

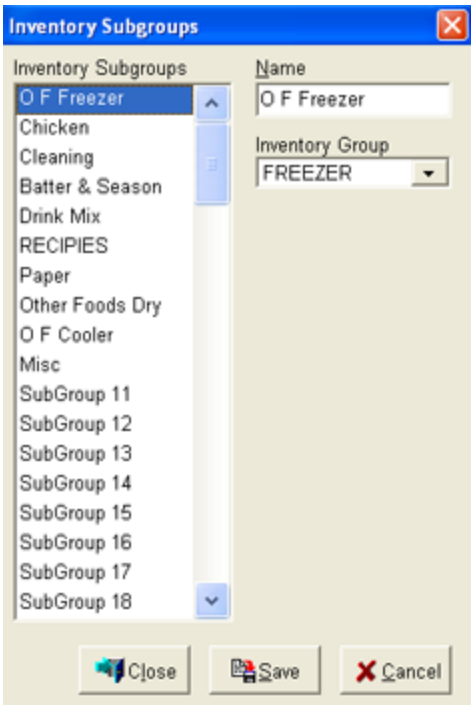


Figure x.x – Inventory Subgroups Fields

Field	Description
Inventory Subgroups	The names for the Inventory Subgroups.
Name	A unique name for each Inventory Subgroup. The Name may be up to 15 alphanumeric characters.
Inventory Group	Select the Inventory Group that this Inventory Subgroup will be a part of.

Procedure to Establish Inventory Subgroups
- Access the *Inventory > Subgroups* Window.
- Click on an unused Subgroup.
- Enter the Subgroup Name.
- Select the Inventory Group that the new Subgroup will be part of.
- Click Save.

Related Topics

Job Right 'Office – Inventory Setup'

[TOP]

8.8 Units

Purpose
The Inventory Units Window is used to define the units of measurement that will be used throughout the Inventory process. Up to 100 separate Inventory Units can be established.

The Inventory Units are the base units used in recipe measurements, purchased size, and stock packages. E.G. each, LB., OZ., box, case.

Accessing the Inventory Units Window
While in Focus Setup, select Inventory > Inventory Units.

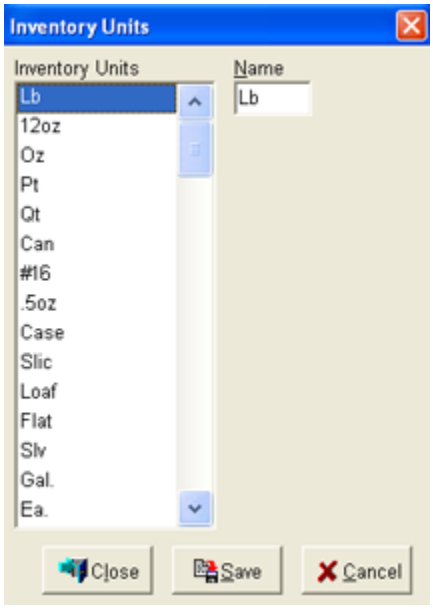


Figure x.x – Inventory Subgroups Fields

Field	Description
Inventory Units	A list of names of the Inventory Units.
Name	A unique name for each Inventory Unit. The Name may be up to 4 alphanumeric characters.

Procedure to Establish Inventory Units
- Access the *Inventory > Units* Window.
- Click on an unused Unit.
- Click on the Name field.
- Enter the Unit name.
- Click Save.

Related Topics

Job Right 'Office – Inventory Setup'

[TOP]

8.9 Vendors

Purpose
The Inventory Vendors Window is used to enter the Vendors that will be used throughout the Inventory process. Up to 100 separate Inventory Vendors can be established.

Accessing the Inventory Vendors Window
While in Focus Setup, select Inventory > Vendors.

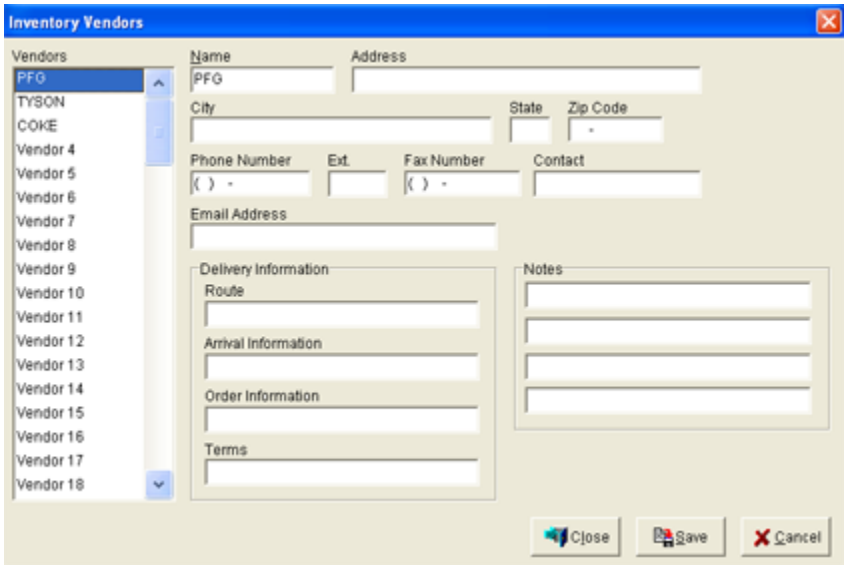


Figure x.x – Inventory Vendor Fields

Field	Description	
Vendors	A list of Vendors in the system.	
Name	A unique name for each Inventory Vendor. The Name may be up to 15 alphanumeric characters.	
Address	Enter the Address of the Vendor.	
City	Enter the City for the Vendor.	
State	Enter the State for the Vendor.	
Zip Code	Enter the Zip code for the Vendor.	
Phone Number	Enter the Phone number.	
Ext	Enter the phone Extension number.	
Fax Number	Enter the Fax number.	
E-Mail Address	Enter the E-Mail address for the Vendor.	
Contact	Enter the Contact for the Vendor.	
Delivery Information	**Route**	Enter information about the Route.
	Arrival Information	Enter information about Arrivals (i.e., expected day and time).
	Order Information	Enter information about ordering (i.e., cut off day and time for placing the order
	Terms	Terms provided by the Vendor.
Notes	Enter Notes about the Vendor.	

Figure x.x – Inventory Vendor Commands

Field	Description
Close	Allows the operator to exit the Inventory Vendors Window.
Save	Saves the Inventory Vendors information.
Cancel	Exits the dialog box without saving the search.

Procedure to Add Inventory Vendors:
- Click on an unused Vendor.
- Click on the Name field.
- Enter the Vendor name. **Note:** All of the other fields are optional and for information only.
- Click Save.

Related Topics

Job Right 'Office – Inventory Setup'

[TOP]

9. Printers

Purpose
The Printers Window is used to establish and maintain the Check and Remote Printers and assign related options. All Remote Printers must be RS232/Serial or Parallel. USB printers are not available.

Accessing the Printers Window
While in Focus Setup, select Printers.

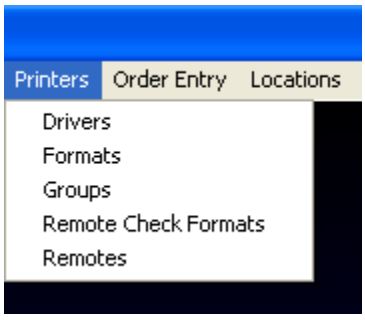


Figure x.x Printer Menu Options

Option	Description
Drivers	Controls the printer operations.
Formats	Manage the printing styles used for printing.

Groups	Manage logical printer Groups.
Remote Check Formats	Manage the look and feel of kitchen chits.
Remotes	Manage remote printers.

Related Topics (none)

[TOP]

9.1 Drivers

Purpose
The Printer Drivers Window is used to establish and configure the set of control codes that activate and control the printer operation. The printer codes are entered in a Hex format. Refer to the printer manual provided with the manufacture's operators or installer's manuals.

Accessing the Printers Drivers Window
While in Focus Setup, select Printers > Drivers.

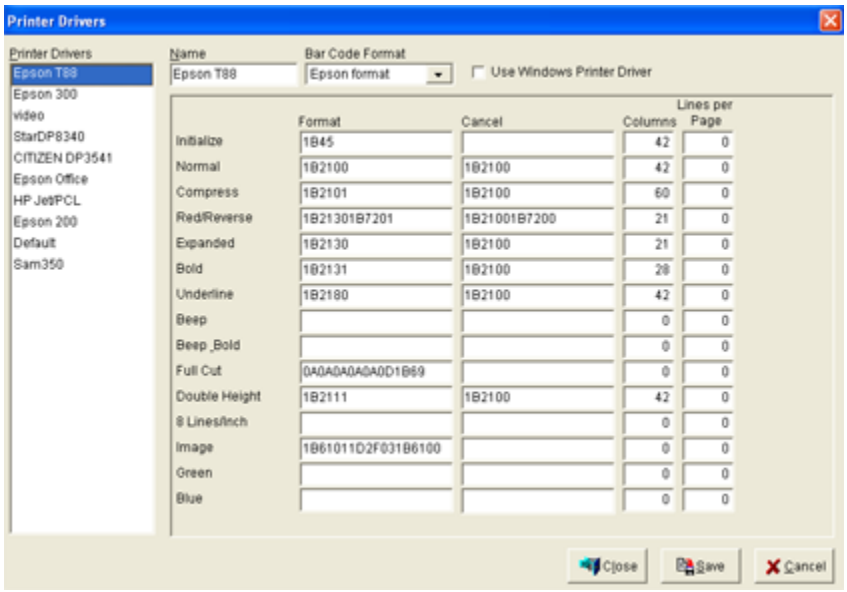


Figure x.x Printer Driver Options

Option	Description		
Name	A unique name should be used for each Driver. The Name may be up to 15 alphanumeric characters.		
Bar Code Format	Select the Bar Code Format if used. Bar code printing is supported on the Guest Check. If a bar code scanner us used at the cashier Station, the Guest Check number will be accessed through the scanner.		
Use Windows Printer	If a Windows printer is to be used then	**Font**	Select the Font for the Format.
		Size	Select the Font Size for the Format.

Driver	turn this option on.	**Style**	Select the Style of Font for the Format.
		Color	Select the Color for the Format.
		Landscape	Select if the Format is to print Landscape.
Format	Enter the hex codes for each of the Formats.		
Cancel	Enter the hex codes to cancel the Format.		
Columns	Enter the number of Columns the printer supports using this Format.		
Lines per Page	Enter the number of lines per page the printer supports using this format.		

Procedure to Establish Printer Drivers
- Prepare a list of all printer types.
- Enter the name or the printer description of each printer in a separate Name text box.
- Enter the Bar Code Format if used.
- Enter the hexadecimal printer control codes for the selected format.
- Enter the number of columns.
- Click Save.

Related Topics
Job Right – 'Printer Drivers'

[TOP]

9.2 Formats

Purpose
The Printer Formats Window allows the user to define the Formats used in *Printers Drivers*.

Accessing the Printer Formats Window
While in Focus Setup, select Printers > Formats.

Figure x.x Printer Formats Fields

Option	Description
Name	A unique name for each Format. The Name may be up to 15 alphanumeric characters.

Procedure to Establish Printer Formats

- Prepare a list of Printer Formats.
- Enter the name of each printer Format in a separate Name text box.
- Click Save.

Related Topics
Job Right – 'Printer Formats'

[TOP]

9.3 Groups

Purpose
The Printer Groups Window is used to establish a maximum of 32 Printer Groups. Printer Groups are logical groups of similar Menu Items. They are a convenient way to determine which Remote Printers the Menu Items will be printed to.

Accessing the Printer Groups Window
While in Focus Setup, select Printers > Groups.

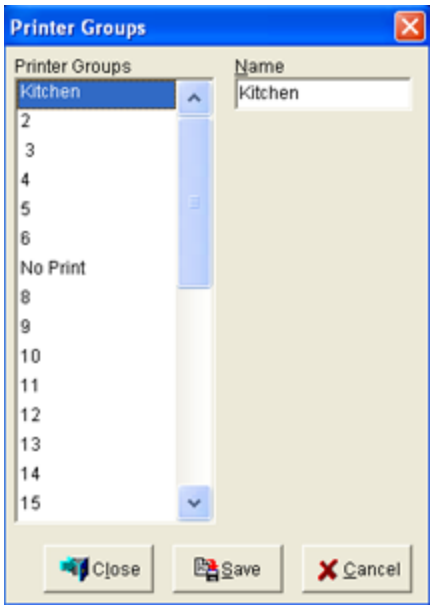


Figure x.x Printer Group Fields

Option	Description
Name	A unique name for each Group. The name may be up to 15 alphanumeric characters.

Procedure to Establish Printer Groups

- Prepare a list of Printer groups.
- Enter the name of each Printer Group in a separate Name text box.
- Click Save.

Related Topics
Job Right – 'Printer Groups'

[TOP]

9.4 Remote Check Formats

Purpose
The Remote Check Formats Window is used to establish up to 10 different Remote Check Formats. The Remote Checks are printed at the assigned printers.

Accessing the Remote Check Formats Window
While in Focus Setup, select Printers > Remote Check Formats.

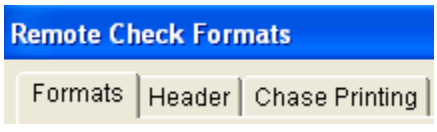


Figure x.x Remote Check Format Options

Option	Description
Formats	Used to setup the appearance of the Remote Check Format.
Header	Used to setup the appearance of the top of the Remote Check Format.
Chase Printing	Used to setup Chase Printing.

Related Topics
Job Right – 'Remote Check Formats'

[TOP]

9.4.1 Formats

Purpose
The Remote Check Formats > Formats Window is used to establish information printed on the Remote Chit.

Accessing the Formats Window
While in Focus Setup, select Printers > Remote Check Formats > Formats.

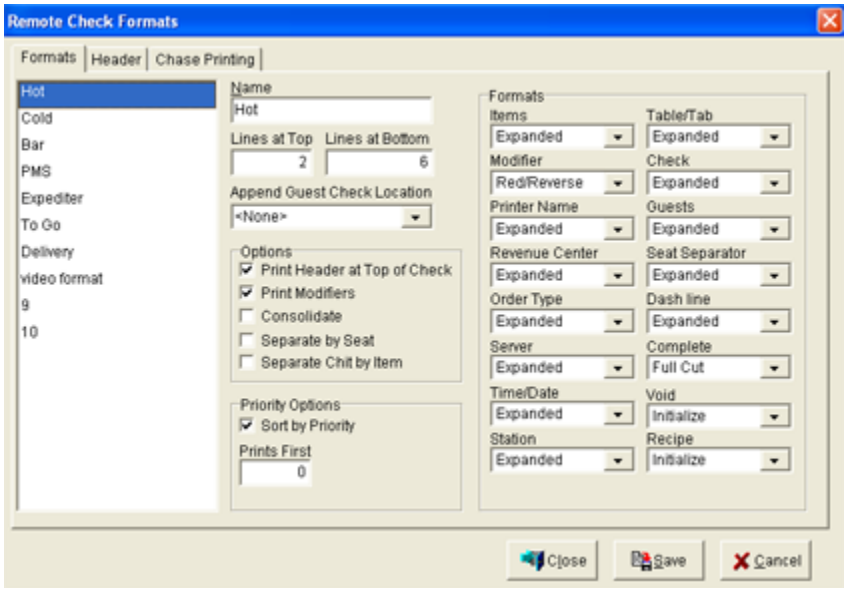


Figure x.x Format Fields

Field	Description
Name	A unique name for each Remote Check Format. The Name may be up to 15 alphanumeric characters.
Lines at Top	The number of lines to print at the start of the check.

Lines at Bottom	The number of lines to print at the bottom of the check.	
Append Guest Check Location	Select if a copy of the guest check (configured using the Location selected) is appended to the Remote Check.	
Options	**Print Header at Top of Check**	Turn this option on if the header should print at the top of the check. Turn this option off to print the header at the bottom of the check.
	Print Modifiers	Turn this option on if modifiers should be printed on the check.
	Consolidate	Turn this option on to consolidate Menu Items on a check.
	Separate by Seat	Turn this option on to print Menu Items by seat order.
	Separate Chit by Item	Turn this option on to print each Menu Item on a separate chit. **Note:** The consolidate option is not used when the separate chit option is on.
Priority Options	**Sort by Priority**	Items are printed in ascending priority order followed by items with a zero priority. **Note:** If this option is off then items are printed in the order in which they were ordered.
	Prints First	If this value is not zero then items with this priority will always appear first on the check.
Formats	**Items**	The Printer Format used to print the Item name.
	Modifier	The Printer Format used to print the Modifier name.
	Printer Name	The Printer Format used to print the Printer name.
	Revenue Center	The Printer Format used to print the Revenue Center name.
	Order Type	The Printer Format used to print the Order Type name.
	Server	The Printer Format used to print the Server name.
	Time/Date	The Printer Format used to print the Time/Date.
	Station	The Printer Format used to print the Station name.
	Table/Tab	The Printer Format used to print the Table/Tab name.
	Check	The Printer Format used to print the Check number.
	Guests	The Printer Format used to print the number of Guests.
	Seat Separator	The Printer Format used to print the Seat Separator divider.
	Dash Line	The Printer Format used to print the Dashed Line separator.
	Complete	The Printer Format used to Complete the end of the check.
	Void	The Printer Format used to print Voided Items.
	Recipe	The Printer Format used to print the Recipe.

Procedure to Establish Remote Check Formats

- Enter the name for the Remote Check.
- Enter the number of line feeds to occur at the start of the check in the Lines at top text box.

- Enter the number of line feeds to occur at the bottom of the check before auto-cut (if used) in the Lines at bottom text box.
- Select a modifier format from the list of available formats in the Modifier format drop-down list box.
- Select all of the options in the Options box that apply to this Remote check.
- Select the header attribute by line and position if the Print header at top of check option is selected.
- Select the format for each of the header attributes included in the Header list boxes.
- Click Save.

Related Topics
Job Right – 'Remote Check Formats'

[TOP]

9.4.2 Header

Purpose
The Remote Check Formats > Header Window is used to position various information on the Remote Check Header.

Accessing the Header Window
While in Focus Setup, select Printers > Remote Check Formats > Header.

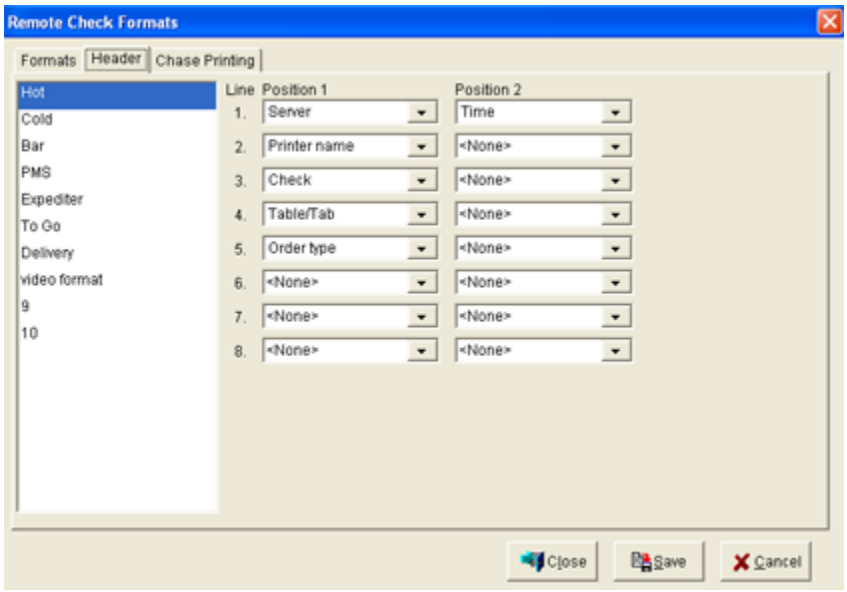


Figure x.x Header Fields

Field	Description
Position 1 1-8	The attribute that will print in position 1 of each line.
Position 2 1-8	The attribute that will print in position 2 of each line.

Figure x.x Available Attributes

Attribute	Description
Printer Name	The Remote Printer Name that prints the chit.
Revenue Center	The Revenue Center the order was taken.
Order Type	The Order Type the order was taken.
Server	The Server who took the order.
Time	The Time the order was taken.
Station	The Station the order was taken.
Table/Tab	The Table/Tab name of the order.
Check	The Check Number of the order.
Guests	The number of Guests of the order.
Date	The Date the order was taken.

Related Topics
Job Right – 'Remote Check Formats'

[TOP]

9.4.3 Chase Printing

Purpose
The Chase Printing Window is used to establish printing based on a certain set of Menu Items routed to Printer Groups.

For example, there are two Printer Groups (pizza and sandwiches). The pizza items and sandwich items always go to the pizza printer, but the pizza items do not go to the sandwich printer unless a sandwich is ordered. The sandwich Printer Group should be turned on to prevent checks from printing on the sandwich printer that just have pizza items. So unless a sandwich item is ordered then a check will not print on the sandwich printer.

Accessing the Chase Printing Window
While in Focus Setup, select Printers > Remote Check Formats > Chase Printing.

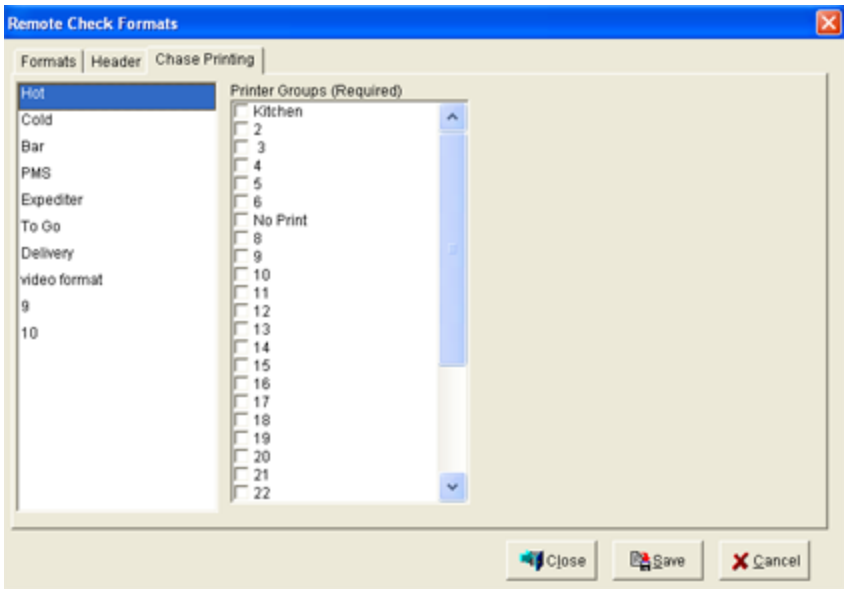


Figure x.x Chase Printing Fields

Field	Description
Printer Groups (Required)	If a Printer Group is required for the remote check to print then select them. If Printer Groups are not selected then the check will always print.

Related Topics
Job Right – 'Remote Check Formats'

[TOP]

9.5 Remotes

Purpose
The Remote Printers Window is used to define the name of each Printer. Remote Printers are the printers physically attached to a Station running **Focus**. Any Station can use them while in **Focus**.

Accessing the Remote Printers Window
While in Focus Setup, select Printers > Remotes.

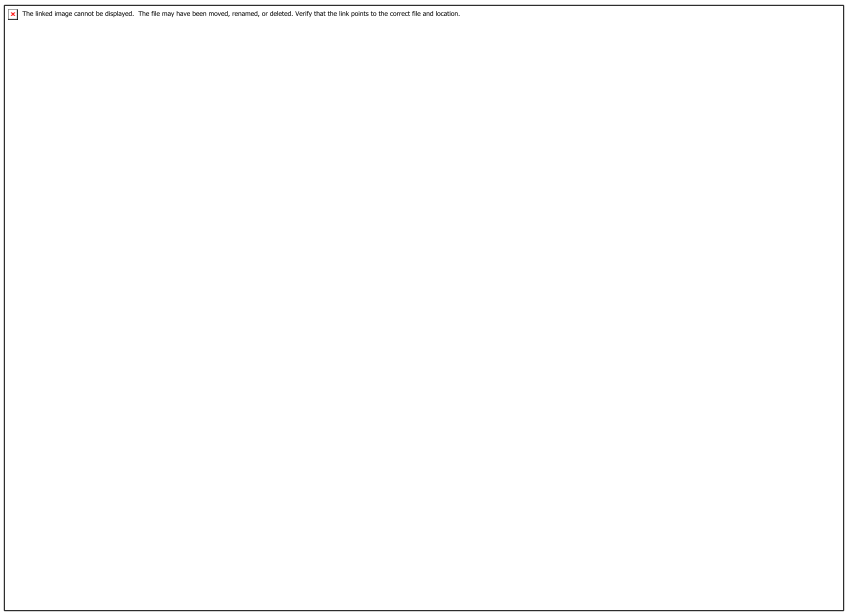

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Figure x.x Remote Printers

Option	Description
Name	A unique name for each Printer. The Name may be up to 15 alphanumeric characters.
Station	Select the Station that will print the remote checks. If a Station is not selected then the printer is not operational.
Driver	Select the Driver to match the Printer installed. Drivers are setup in Setup > Printers > Drivers.
Port	Select the Port the printer is connected. Up to 32 com ports and 2 parallel ports may be utilized. Guest check printers may be used as Remote Printers.
Baud	Select the Baud Rate of the Port.
Remote Check Format	The Remote Check Format to be used.
Backup Printer	The Printer that will be used if the status of the original printer is offline.
Use Local Printer	If selected, the remote check will be printed on the check printer of the workstation where the order entry is done. If not selected, the Remote Printer is used instead of the Station Printer.
Order Type	The Order Type for the Remote Check Format.
Remote Check Format	Select the Remote Check Format for the Remote Printer.

Procedure to Establish Remote Printers

- Prepare a list of Remote Printers.
- Enter the name of each Remote Printer in a separate Name text box.
- Click on the Station drop-down list arrow and select from the displayed list of Stations. Make sure the selected Station name displays in the Station text box.
- Select the Port from the list of available Ports.
- Select a Remote Check format from the list of available Formats.
- Select a Backup Printer from the list of available Remote Printers.

▪ Select the Use Local Printer option, if appropriate.
▪ Click Save.

Related Topics (none)

[TOP]

10. Order Entry

Purpose
The Order Entry Windows contain a variety of options for managing **Focus Order Entry**.

Accessing the Order Entry Window
While in Focus Setup, select Order Entry.

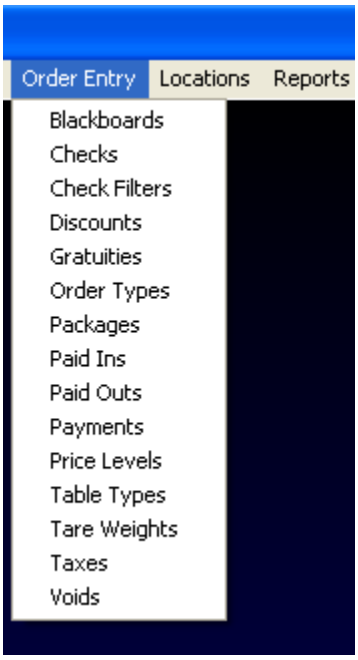


Figure 1.1 Order Entry Menu Options

Option	Description
Blackboards	Add, remove and maintain Blackboards.
Checks	View Checks Window.
Check Filters	Add, remove and maintain Check Filters.
Discounts	Add, remove and maintain Discounts.
Gratuities	Add, remove and maintain Gratuities.

Order Types	Add, remove and maintain Order Types.
Packages	Add, remove and maintain Packages.
Paid Ins	Add, remove and maintain Pain Ins reasons.
Paid Outs	Add, remove and maintain Paid Outs reasons.
Payments	Add, remove and maintain Payments.
Price Levels	Add, remove and maintain Price Levels.
Table Types	Add, remove and maintain Table Types.
Tare Weights	Add, remove and maintain Tare Weights.
Taxes	Add, remove and maintain Taxes.
Voids	Add, remove and maintain Void reasons.

Related Topics (none)

[TOP]

10.1 Blackboards

Purpose
The Blackboards Window is used to establish a convenient way of delivering messages to all of the staff. Example: The Weekly Specials. Blackboards are configurable to display at all or only selected Stations.

Restrictions
The files must be stored in the \\Focus\C\Focus\Images directory. Editing Blackboards should be done at the file server. The Focus system will update all Stationss when editing Blackboards. The file types that are displayed are .txt (Text files), .rtf (Rich text files), and .bmp (Bitmap files).

Accessing the Blackboards Window
While in Focus Setup, select Order Entry > Blackboards.

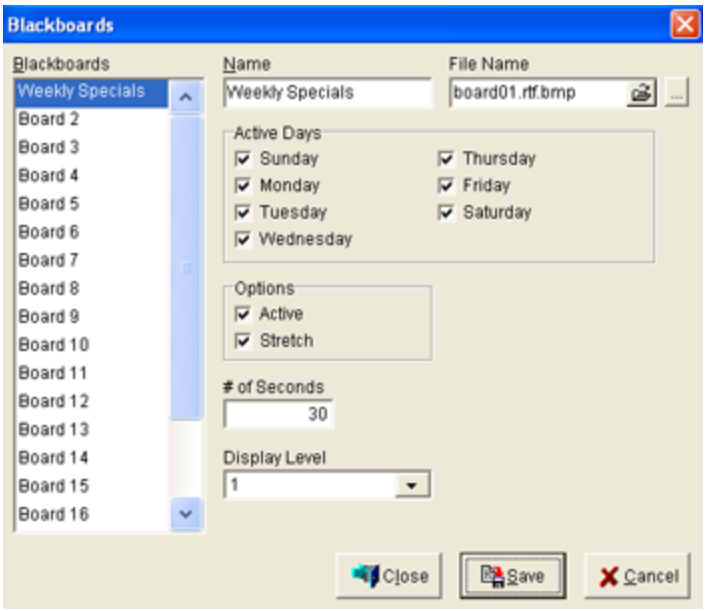


Figure x.. Blackboard Fields

Field	Description
Blackboards	The list of current Blackboards.
Name	The name of the Blackboard.
File Name	The file you want to display on the Blackboard. Must be stored in the Image Directory set in Locations > Stations.
Active Days	Select the days that the Blackboard will be displayed.
Active	Turn this option on if the blackboard should be displayed.
Stretch	Used to skew a picture to fit the entire blackboard.
# of Seconds	Enter the number of seconds that the blackboard will remain on the screen.
Display level	The Display Level for each Blackboard along with the display level set in Locations > Stations determine the Stations the Blackboard will appear.

Related Topics
Job Right – 'Office – Configure Blackboards'

[TOP]

10.2 Checks

Purpose
The Check Window allows you to view checks from the back office computer.

Accessing the Check Window
While in Focus Setup, select Order Entry > Checks.

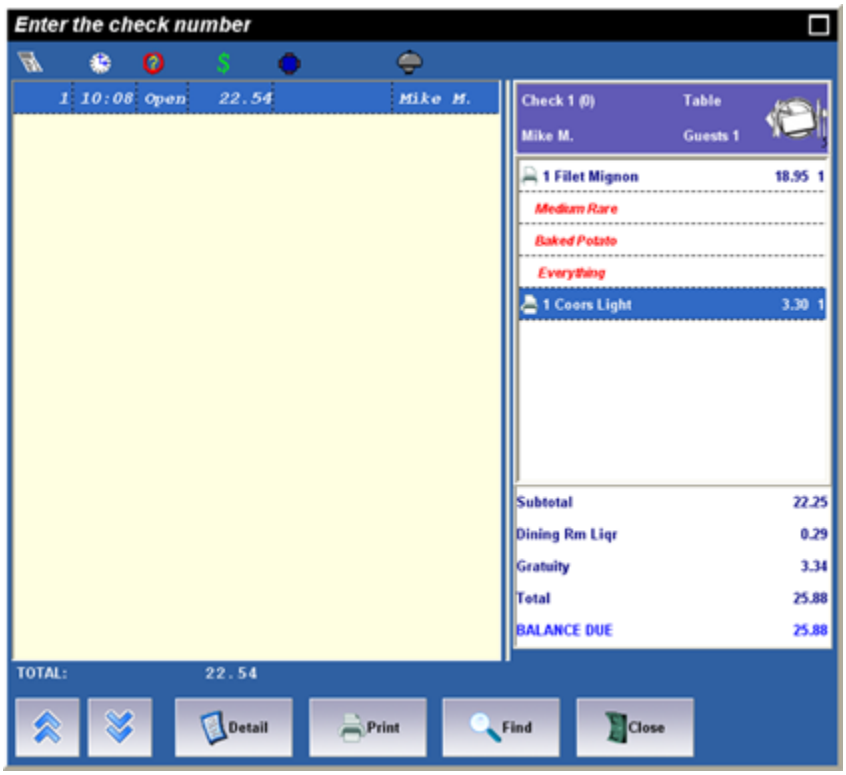
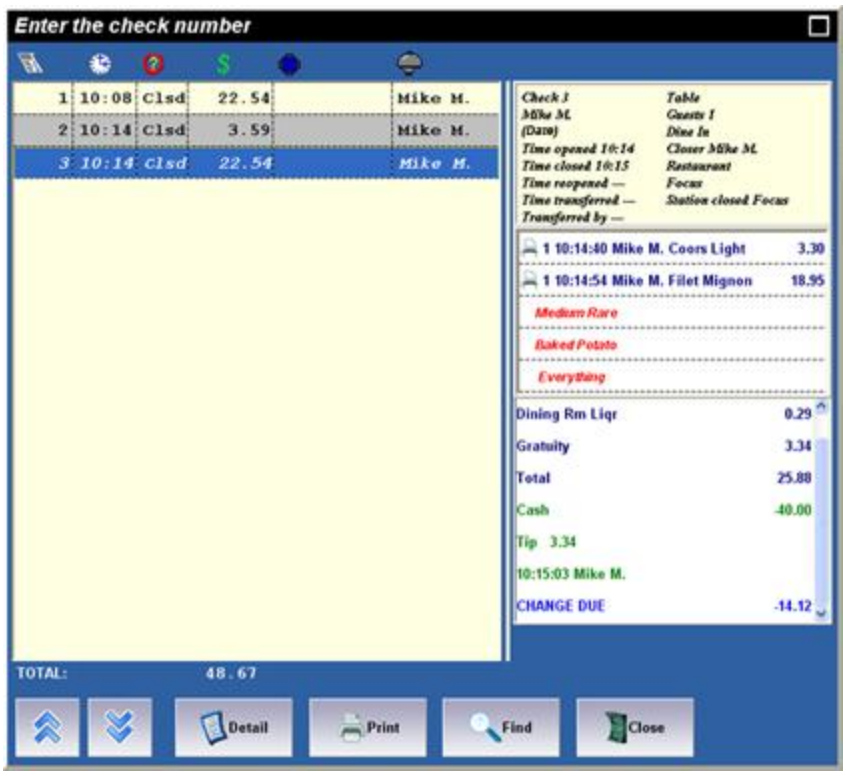


Figure x.x Checks Sort Options

Option	Description
	Sort the checks by Check Number.
	Sort the checks by the Time the check was started.
	Toggle between Open and Closed checks.
	Sort the checks by Dollar Amount.
	Sort the checks by Table Number.
	Sort the checks by the Server Name who opened the check.



The Detail Button expands the check on the right side of the screen to show you additional information.

Figure x.x Check Detail Fields

Field	Description
Check Number	Number of the check.
Server Name	The Server who is responsible for the check.
Date of the Check	Date the check was opened.
Time Opened	Time the check was opened.
Time Closed	Time the check was closed.
Time Reopened	Time the check was reopened.
Time Transferred	Time the check was transferred.
Transferred by	Who the check was transferred by.
Table	Table or Tab Name of the check.
Guests	Number of guests on the check.
Order Type	Order Type the check is currently.
Closer of Check	Employee who closed the check.
Location	Location the check is currently.

Station	The station the check was created.
Station Closed	The station the check was closed.

Related Topics
Job Right – 'Office – Checks'

[TOP]

10.2.1 Find

Purpose
The Find button allows you to search for a check for the current or previous day.

Accessing the Check Filter Options Window
While in Focus Setup, select Order Entry > Checks > Find.

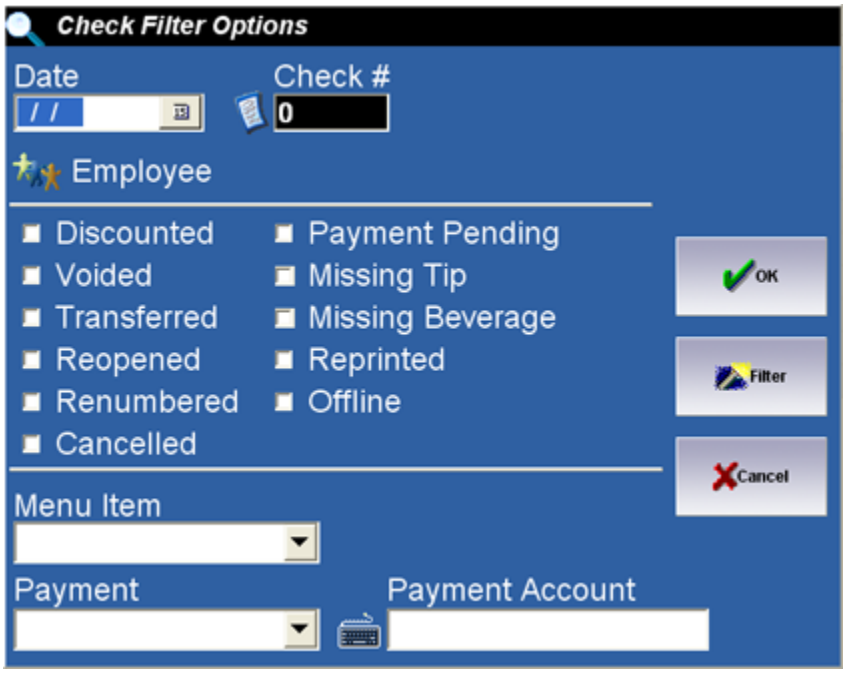
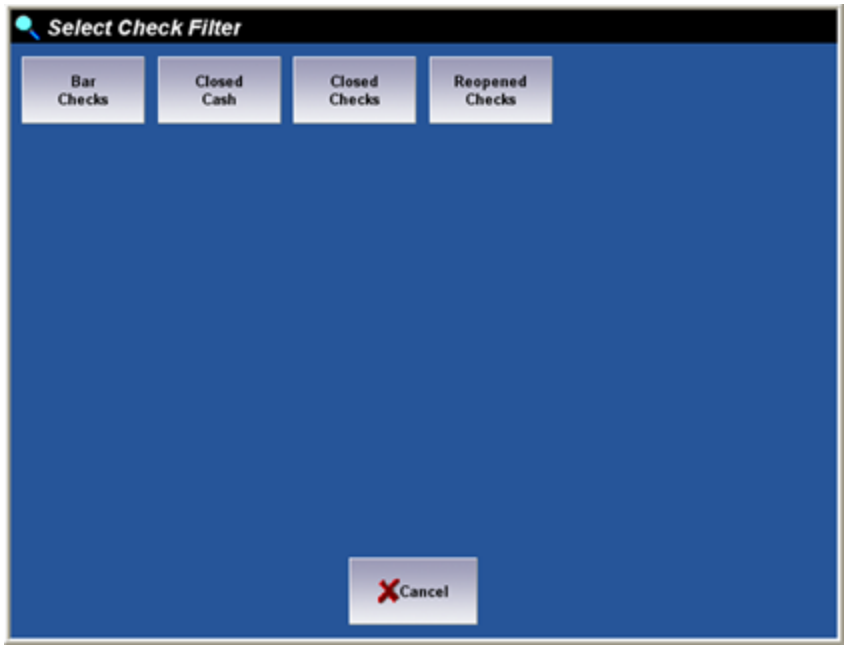


Figure 1.1 Check Filter Fields

Field	Description
Date	The Date you want to find a check.
Check #	The Check Number of a check.
Employee	The Employee who is the owner of the check.
Discounted	Finds checks with Discounts applied.
Voided	Finds checks with Voids applied.
Transferred	Finds checks which have been Transferred.

Reopened	Finds checks which have been Reopened.
Renumbered	Finds checks which have been Renumbered.
Cancelled	Finds checks which have been started but all items have been Deleted and not sent.
Payment Pending	Finds checks which have a Pending Payment.
Missing Tip	Finds checks which have Missing Tips.
Missing Beverage	Finds checks which are Missing Beverages. Menu Items can be set as beverages as an option in Menu > Menu Items .
Reprinted	Finds checks which have been printed more than once.
Offline	Finds checks which have credit card payments while in Offline Mode.
Menu Item	Finds checks with the Menu Item specified.
Payment	Finds checks which have the specified Payment type.
Payment Account	Finds checks which have the specified Account Number.

You can also find checks on a previously set up Check Filter defined in *Order Entry > Check Filters*.



Related Topics

Job Right – 'Office – Checks'

Job Right – 'Office – Check Filters'

[TOP]

10.3 Check Filters

Purpose
The Check Filter Window is used to establish groups of settings to filter checks. Check Filters can be used in the *Checks* Window or *Packages*.

Accessing the Check Filters Window
While in Focus Setup, select Order Entry > Check Filters.

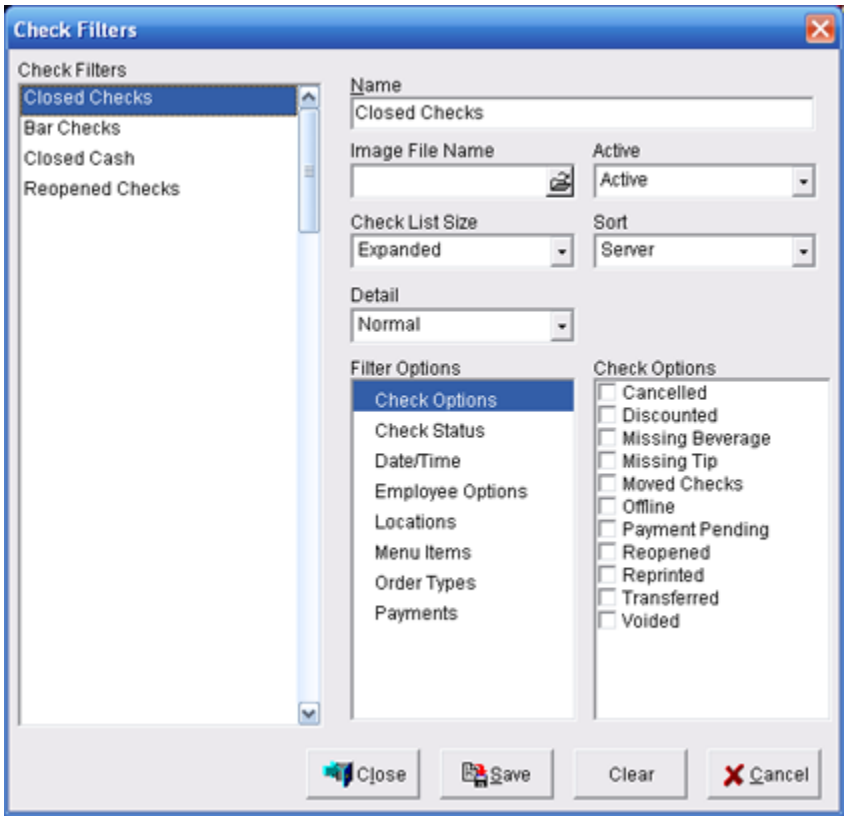


Figure 1.1 Check Filter Fields

Field	Description	
Name	Name of the Check Filter.	
Image File Name	Image you want to appear on the Check Filter button.	
Check List Size	Size the screen defaults to when viewing. Default is "**<**None**>**". Expanded is double the width of the default setting.	
Detail	The option to view the check as it was rang up (**Normal**) or the detailed view with times etc. (**Detail**). See Checks for more information.	
Active	Allows you to specify if a particular Check Filter is to be used.	
Sort	The default order of checks. You may also sort the checks by **Server** or **Table/name**.	
Check Options	**Cancelled**	Finds checks which have been started but all items have been deleted and not

		sent.
	Discounted	Finds checks with Discounts applied.
	Missing Beverage	Finds checks which are Missing Beverages. Menu Items can be set as beverages as an option in Menu > Menu Items.
	Missing Tip	Finds checks which have Missing Tips.
	Moved Checks	Checks which items have been moved.
	Offline	Finds checks which have credit card payments while in Offline Mode.
	Payment Pending	Finds checks which have a pending Payment.
	Reopened	Finds checks which have been Reopened.
	Reprinted	Finds checks which have been printed more than once.
	Transferred	Finds checks which have been Transferred.
	Voided	Finds checks with Voids applied.
Check Status	**Open**	Checks currently Open.
	Closed	Checks currently Closed.
	All	All Checks.
Date/Time	**Date**	Defaults to the current date or you can specify Previous Date.
	Time Range	User-defined Time Ranges set in Miscellaneous > Time Ranges.
Employee Options	**Specific**	A specific employee can be used (i.e. AM BAR). This option must be on before the Employee option will work.
	Employee	Select the Employee you wish to view checks.
Locations	You may select a particular Location by making them with a ☑.	
Menu Items	You may select particular Menu Items for the Check Filter. Mark these items with a ☑.	
Order Types	Defaults to no Order Types. You may select a particular Order Type by marking them with a ☑.	
Payments	You may select a specific Payment for the Check Filter. Mark these items with a ☑.	

Figure 1.1 Check Filter Commands

Command	Description
Close	Closes the Check Filters Window.
Save	Saves changes made in the Check Filter Window.
Clear	Clears the content of the currently selected Check Filter.
Cancel	Cancels changes made in the Check Filter Window.

Related Topics

Job Right – 'Office – Check Filters'

[TOP]

10.4 Discounts

Purpose
The Discounts Window is used to establish and maintain the Discount. Discounts are the means by which a specific Menu Item, range of Menu Items or an entire transaction can be Discounted. Discounts may be a percentage or a dollar amount and may be used to enter coupons or promotions.

A specific Discount Canvas may be created to show all Discounts or individual Discounts may be shown on various Canvases. The use of Discounts may be strictly controlled using the Required Items and Application Items features. In addition to management authorization, use of specific Discounts at a Location may be inhibited by the configuration of Canvases.

Accessing the Discounts Window
While in Focus Setup, select Order Entry > Discounts.

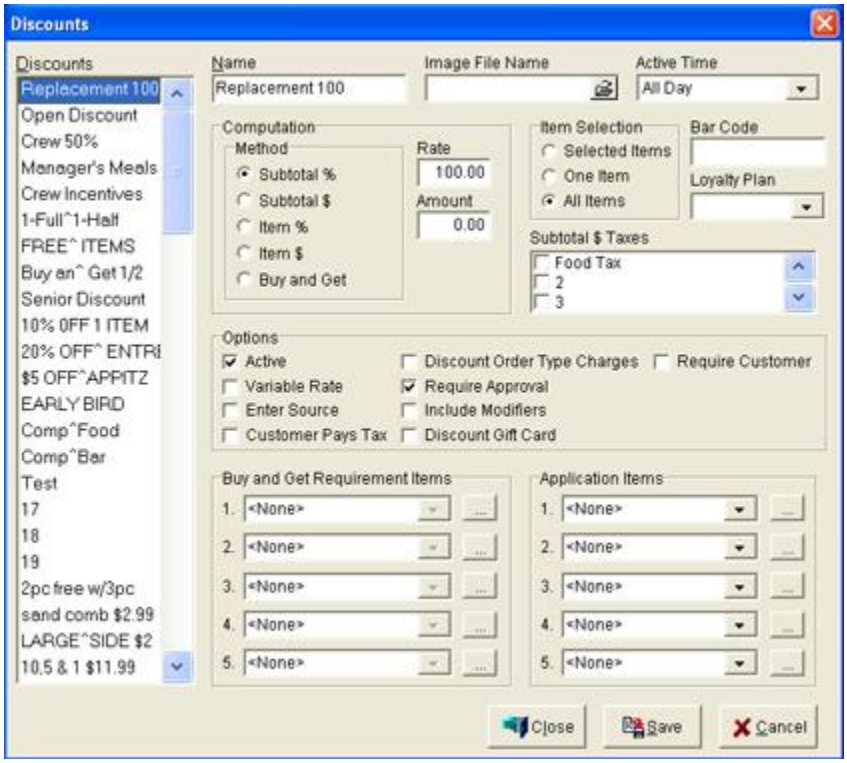


Figure x.x Discount Fields

Field	Description	
Name	A unique name for each Discount type. The Name may be up to 15 alphanumeric characters.	
Image File Name	Select the graphic that represents the Discount.	
Active Time	Select from the list of available Time Ranges to indicate when the Discount can be used.	
Computation	**Subtotal %**	Select if the Discount is to be a percentage of the subtotal amount.
	Subtotal $	Select if the Discount is to be a maximum dollar amount deducted from the subtotal amount due before tax.
	Item %	Select if the Discount is to be a percentage of an item amount.
	Item $	Select if the Discount is to be a dollar amount deducted from an item price.
	Buy and Get	Select if the Discount uses the Buy and Get process where a customer must purchase specific item(s) in order to receive a free item(s) or item(s) reduced in price by a percentage or dollar amount.
	Rate	If the computation method is % (Subtotal or Item), enter a percentage between 0 and 100.00. If a value greater than 100.00 is entered, an error message displays. If the computation method is $ (Subtotal or Item), the rate is disabled. If the computation method is Buy and Get, the rate is required. Enter the % of the get price item. For example, if the promotion is a Buy a dinner - Get an appetizer free, the rate would be 100%. If the promotion is a Buy a dinner - Get an appetizer for half price, the rate would be 50%.
	Amount	A flat dollar amount the Discount is used for.
Item Selection	**Selected Items**	Select if the Discount is to be applied to manually selected items or by pre-defined requirement.
	One Item	Select if the Discount is to be applied automatically to the first item eligible for discount.
	All Items	Select if the Discount is to be applied to all items eligible for discount.
Subtotal $ Taxes	Select the Taxes that are removed from the Subtotal $ Amount Discount if the "Customer pays tax" option is off.	
Bar Code	Specify the Bar Code that is used to identify the discount when scanned.	
Loyalty Plan	When redeeming Coupons that are to be tracked by Customer specify the Loyalty Plan the Coupon is associated with so it can be tracked.	
Options	**Active**	Select if the Discount is active.
	Variable Rate	Select if the Discount rate is variable. The operator will be prompted to enter the discount % rate or dollar amount. If appropriate, a default percentage may be entered into the rate field. No percentage or dollar limit may be set for a variable rate.
	Enter Source	Select if the user will be prompted to enter the source of the discount. For example, a coupon may have a code, which identifies its origin, such as an advertisement or magazine. The Discount Report can be sorted by source.
	Customer Pays Tax	Select if the tax is calculated on the pre-discounted value. The customer must pay any tax on pre-subtotal dollar discounted values, unless the affected items are tax exempted.

	Discount Order Type Charges	Select if the Discount can be applied to an Order Type Charge.
	Require Approval	Select if the intervention of an employee with the "Approve Discounts" Job Right is required.
	Include Modifiers	An item's modifiers are accumulated to determine whether the item is selected as meeting the requirement or the Application Filter for Buy and Get Discounts.
	Discount Gift Card	If this option is on then Gift Cards are eligible for discounting.
	Require Customer	The Discount may not be placed on the check unless there is a customer on the check.
Buy and Get Requirement Items	**Required Items**	Applies only to Buy and Get Discounts. Select the Menu Item Filters, which define the items, which must be ordered before the Discount can be applied to the Application Items.
	Application Items	Select the Menu Item Filters from the available list to determine which items are eligible for a discount. If a Filter is not selected, then all items are eligible. Buy and Get Discounts require both Requirement and Application filters to be established.

Procedure to Establish Discounts

- Prepare a list of Discount types.
- Enter the name of each type of Discount.
- Select the appropriate Discount options.
- Click Save.

Related Topics

Job Right – 'Office - Discounts'

[TOP]

10.5 Gratuities

Purpose

The Gratuities Window is used to establish and maintain up to 16 different Gratuities. Gratuities can be configured to activate based on Location and number of guests in a party as defined by method of operation. An employee with the Select Gratuity Job Right may apply or Void a preset or variable percentage Gratuity.

Accessing the Gratuities Window

While in Focus Setup, select Order Entry > Gratuities.

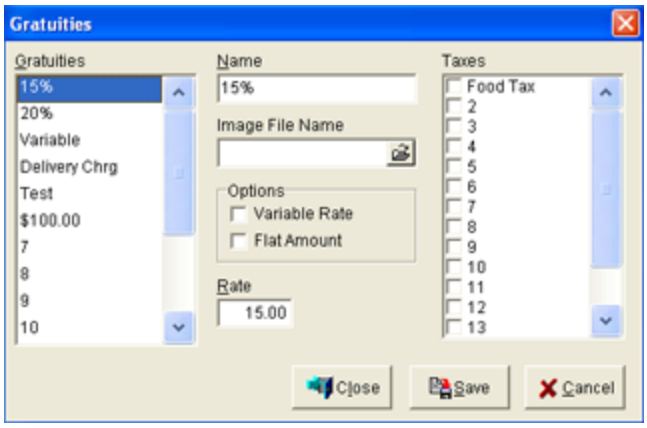


Figure 1.1 Gratuities Fields

Field	Description
Name	A unique name for each Gratuity type. The Name may be up to 15 alphanumeric characters.
Image File Name	Select an image that represents the Gratuity.
Variable Rate	Select if the server will be prompted to enter the Gratuity Rate.
Flat Amount	Select if the server will be prompted to enter a Flat Amount.
Rate	A rate (%) between 0.00 and 100.00 or a flat dollar amount for the Gratuity.
Taxes	Select an appropriate Tax if the gratuity is taxable.

To Establish Gratuities

- Prepare a list of Gratuities.
- Enter the name of each Gratuity in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics
Job Right – 'Office - Gratuities'

[TOP]

10.6 Order Types

Purpose
The Order Types Window is used to establish and maintain up to 24 different Order Types such as Dine In, Take Out, Room Charge etc. Order Types are used in **Focus Order Entry**. Each Order Type may be configured to permit an amount or percentage charge to be added to the order or to all items. Taxability of an Order Type may also be defined.

Accessing the Order Type Window
While in Focus Setup, select Order Entry, Order Types.

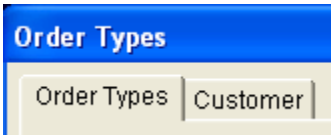


Figure x.x Order Types Options

Option	Description
Order Types	The Order Type Window is used to setup the Order Type specific options.
Customer	The Customer Window is used to customized the Customer screen.

Related Topics (none)

[TOP]

10.6.1 Order Types

Purpose
The Order Type Window is used to setup the Order Type specific options.

Accessing the Order Types Window
While in Focus Setup, select Order Entry > Order Types.

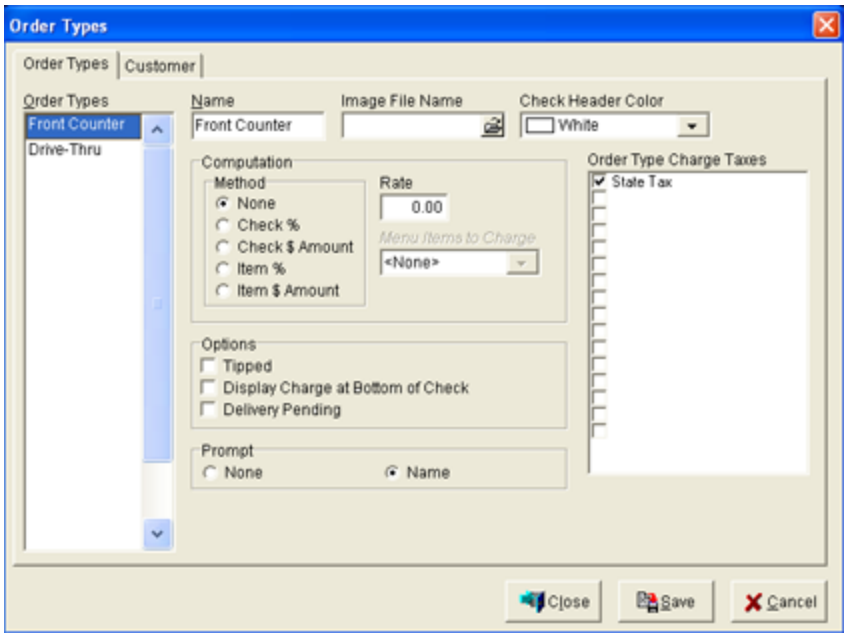


Figure x.x Order Types Fields

Field	Description	
Name	A unique name for each Order type. The Name may be up to 15 alphanumeric characters.	
Image	An image that represents the Order Type.	
Check Header Color	Select the color of the header on the on-screen check that will be displayed for orders with this Order Type.	
Computation	**None**	Select if no surcharge is to be associated with the Order Type.
	Check %	Select if a surcharge percentage, based on the subtotal value, is to be associated with checks for the Order Type.
	Check $ Amount	Select if a surcharge dollar ($) amount is to be associated with checks for the Order Type.
	Item %	Select if a surcharge percentage is to be associated with items in the Order Type.
	Item $ Amount	Select if the item $ amount is to be associated with items in the Order Type.
	Rate	A percentage, between 0.00 and 500.00, of the Order Type charge. The computation rate percent represents the percent by which a surcharge is calculated in excess of the base value.
	Menu Items to Charge	If the charge should only apply to specific Menu Items then select the Filter that includes those Menu Items.
Options	**Tipped**	If selected, the sales of the order type are included in the tippable sales total for IRS calculation. If not selected, the sales of the Order Type are not included in the Tippable Sales column on the Payroll Report and do not participate in the tip pool contribution calculations.
	Display Charge at	If selected, the charge is printed at the bottom of the check. Required if the computation type is set to Check % or Check $ Amount. An error message will

	Bottom of Check	display if not selected for this computation type. If the Apply to Check option is not selected, then the charge is displayed at the bottom of the check on the Order Entry screen but is included in the items on the printed check.
	Delivery Pending	If selected, put the check in a delivery state automatically.
Prompt	**None**	Does not prompt any user input.
	Name	Prompts for the Tab Name. **Note:** Must have the Job Right to Enter Names.
Order Type Charge Taxes	Select the Taxes, which are applicable to the Order Type surcharge amount. These Taxes apply only if the computation type is set to Check % or Check $ amount. All Taxes that are selected will be charged on the surcharge regardless of the tax eligibility of the items ordered. Order Type charges that apply to items are taxed at the item's tax rate.	

Procedure to Establish Order Types
- Prepare a list of Order Types.
- Enter the name of each Order Type in a separate Name text box.
- Select the appropriate fields.
- Click Save.

Related Topics
Job Right – 'Office – Order Types'

[TOP]

10.6.2 Customer

Purpose
The Customer Window is used to customize the Customer Screen.

Accessing the Customer Window
While in focus Setup, select Order Entry > Order Types > Customer.

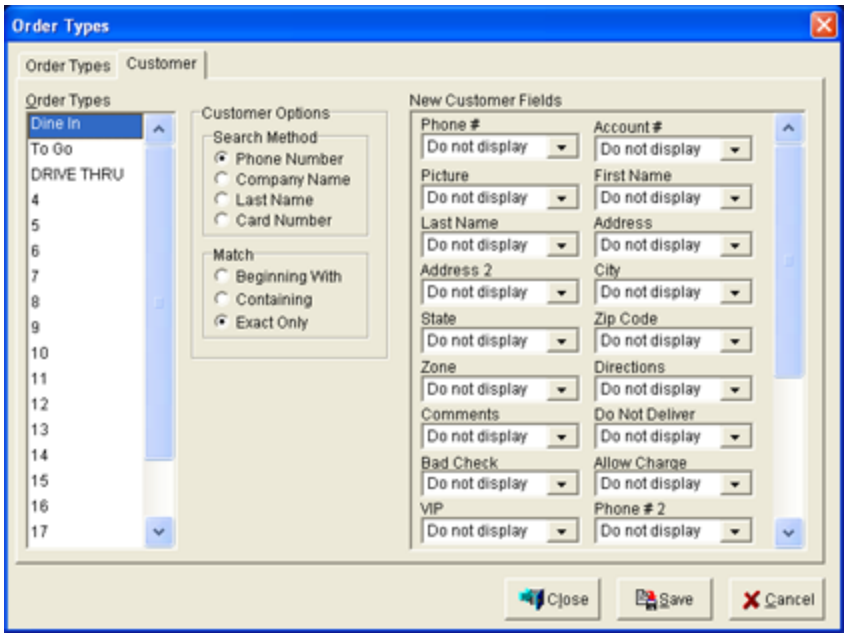


Figure x.x Customer Fields

Field	Description	
Search Method	**Phone Number**	Defaults the search by the Customer's Phone Number.
	Company Name	Defaults the search by the Customer's Company Name.
	Last Name	Defaults the search by the Customer's Last Name.
	Card Number	Defaults the search by the Customer's Card Number.
Match	**Beginning With**	Defaults the user input section to Beginning With.
	Containing	Defaults the user input section to Containing.
	Exact Only	Defaults the user input section to Exact Only.
New Customer Fields	These fields determine if the setting is visible on the screen. For all the fields, you may choose the options: Do Not Display, Display / No Tab, Display / Tab, Required / No Tab, Required / Tab. The following fields are: Phone #, Picture, Last Name, Address 2, State, Zone, Comments, Bad Check, VIP, Account #, First Name, Address, City, Zip Code, Directions, Do Not Deliver, Allow Charge, Phone #2	

Related Topics

Job Right – 'Office – Order Types'

[TOP]

10.7 Packages

Purpose

The Packages Window is where you configure a button to take multiple actions with one push of a button. You can have up to 250 packages with each Package containing up to 25 options.

Accessing the Packages Window
While in Focus Setup, select Order Entry > Packages.

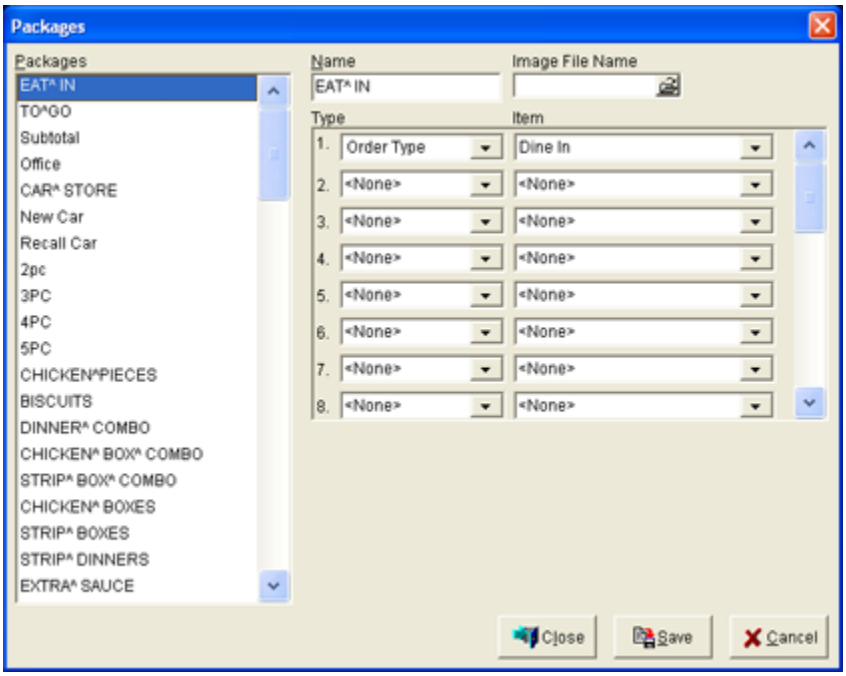


Figure x.x Packages Fields

Field	Description
Name	The name of the Package.
Image File Name	The image to be used for the Package.
Type	Select the type of function for the Package.

Figure x.x Packages Functions

Field	Description	Option	Description
Menu Item	Select a Menu Item for the Package.	**Quantity**	If a Quantity has been configured for the Menu Item then it may be selected to be part of the Package.
		Price Level	If a Price Level has been configured for the Menu Item then it may be selected to be part of the Package.
Discount	Select a Discount for the package.	**Do Not Display Messages**	If this option is on then the message "The discount was not applied. No eligible items." Is NOT displayed. This would be the case where the user wants to Discount the entire check but wants to do so with separate Discounts for food and liquor. Thus they create a package with both Discounts inside of the package but there may not be any items eligible for one of the Discounts.

		Price Level Restriction	If this option is on then specify the specific Price Levels that the Discount is applicable.
		Apply to All Seats	Turn this option on to apply the Discount to all seats (i.e. a 5% discount to On-Duty Police, they come in and order and they want separate checks, the manager has to put the Discount on every check separately).
Order Type	An Order Type may be specified so only checks with that Order Type appear on the Tab List Window. If an Order Type is specified then the Order Type name appears on the caption of the Tab List Window.		
Payment	Selects a Payment type to be used.		
Modifier	Select a modifier to be used to modify an item in the Modify Window. If used in the Order Entry Window, you must use the commands "Modify" and "Modify Complete" in conjunction with "Modifier". The Package should read "Command > Modify", "Modifier > specified modifier" and then "Command > Modify Complete".		
Modifier Command	You can select if the modifier options Sub, Extra and No. These options are defined in Miscellaneous > General > Screen Layout (Commands).		
Command	**Combine Seat**	Combines multiple seats on a check to the same seat.	
	Delete	Allows the employee to delete Menu Items which have not been saved or sent.	
	Gratuity	Select the specific Gratuity to be applied. If a Gratuity is not selected then the user is prompted for a Gratuity. If a Gratuity is not selected and the user selects the "Remove" Command then the Gratuity is removed from all eligible seats.	
	All Seats	If the Gratuity should apply to all seats turn this option on. The Gratuity the user selected is applied to all eligible seats.	
	Modify	Allows the employee to add optional modifiers to a Menu Item.	
	Quantity	Allows the employee to enter the number of items they wish to order.	
	Quit	Allows the employee to return to the Focus Login Window.	
	Repeat	Allows the employee to Repeat any items highlighted together with any associated modifiers. Can be used in conjunction with the "Repeat Round" option in Menu Item Setup.	
	Select All	This Command selects all items on the current check regardless of whether or not any item on the check is currently selected.	
	Subtotal	Allows the items on a check to be saved and sent. According to Job definition, the check detail will be retained on screen or cleared.	
	Hold	Allows the employee to place an item which has not been sent on Hold. The guest check cannot be closed while an item is on Hold. Job Right or Authorization required.	
	Fire	Allows an employee to send and save an item, which has not been saved, or to send an item that is on Hold.	
	Print	Allows the employee to optionally print or reprint a guest check. If more than one seat on the check is present, you will be prompted to print the current, selected or all seats.	
	Printer Assignment	Allows the employee to select the desired Location of the remote check.	

	Tab	Allows the employee to associate a Name or ID to an open guest check.
	Void	Allows an employee to Void an item on a saved check or to void a Payment on a check. Select the specific Void Reason. If a Void Reason is not selected then the Void Reasons dialog appears.
	New Seat	Allows employee to add another seat to the check.
	Revenue Center	Allows the employee to select the desired Revenue Center.
	Modify Complete	This command is used along with the Modify and Modifier commands (i.e., fast bar screen has the package settings (Command-Modify, Modifier-Rocks, Command-Modify Complete).
	Customer	Allows the employee access to the Customer Search Window.
	Location	Select the specific Location. If a Location is not selected then the user is prompted for a Location.
	Name	Allows the employee to enter the customer's name.
	Split	Allows the employee to create multiple seats on a check and to use the Split Command to move check items from one seat to another. Using the Split Command the employee may also split a Menu Item (or quantity) and to move the item portions from one seat to another. Job right or Authorization required.
	Share	Allows the employee to split the check by the number splits selected.
	Open	Allows the employee to open the cash drawer.
	Clear	Clears the check from the screen (useful in counter or quick service environments).
	Tab List	An Order Type may be specified so only checks with that Order Type appear on the Tab List Window. If an Order Type is specified then the Order Type name appears on the caption of the Tab List Window.
	Preauth	Allows the employee to preauthorize checks and or tabs by verifying credit card funds.
	Capture	Allows the employee to capture a credit card without authorizing that card.
	Tax Exempt	The specific Tax that will be exempt. **Note:** The specified Taxes are removed from all items on the check that have that tax. To remove Taxes from specific items the "Tax Exempt" Command must be used outside of a Package.
	Table	Allows the employee access to the Table Selection Window.
	Check	A Check Filter may be specified so only checks that meet the filter criteria appear on the form. If a Check Filter is specified then the Check Filter name appears on the caption of the check form.
	Stop Timer	Allows the employee to stop the timer on an item that has the timed item option set.
	Paid Outs	The specific Paid Out and amount may be specified. **Note:** If a Paid Out field (Vendor, Invoice or Comment) is required then the New Paid Out Window is displayed with the focus set to that field, otherwise a Paid Out is created for the amount in the Package. Also if the amount in the Package is left blank then the Paid Out form is

		displayed with the focus set to the amount field.
	Select Last Payment	Unselects all items on the check and selects the last Payment that is not voided on the check. Thus to reopen a check the user can create a package that has the "Select Last Payment" Command followed by the "Void" Command.
	Transfer Employee	The employee that will receive the check may be selected in advance. If an employee is not selected then it functions as if the user pressed the "Transfer" button followed by the "Server" button.
	Previous Check	The previous check access is retrieved. Once the user returns to the access screen the previous check is set to zero. If a check has not been accessed since the user logged in then the message "No previous check." is displayed.
	Transfer All	Allows the employee to transfer all open checks to another employee.
	Advance	The specific amount of the advance may be pre-configured. If an amount is not entered the number pad is displayed just as if the user selected the "Advanced" button from the Command Ribbon.
	Edit Position	The specific position may be specified. If a position is not specified then the user is prompted for the position as if the "Edit Position" button was pressed.
	Next Position	Allows the employee to change the positions if seating is being used.
	Current Position	The specific position may be specified. If a position is not specified then the user is prompted for the position as if the "Current position" button is pressed.
	Review	Allows the employee to review the check on the full screen.
	Position Split	Allows the employee to convert the positions to split checks if seating is being used.
	Position Split All	All positions are split into separate seats.
	Item Edit	Provides access to the Item Edit functions of "In or Out of Stock", Prices, Nutrition, Recipe or Training. Job Rights or Authorization is required to perform the selected function.
	Reprint CC Voucher	Allows the employee to reprint the credit card voucher on the currently active check.
	Gift Card Balance	Used to verify the balance remaining on a gift card.
	Gift Card Activation	Used to activate a gift card. If an amount is pre-configured then the user cannot change it.
	Gift Card Increment	Used to increment the balance of a gift card. If an amount is pre-configured then the user cannot change the amount.
	Delay Print	The number of minutes the check should be delayed for sending the order.
	Account	Allows the employee access to the Account Window.
	Modify Next	The Modifier Window moves forward as if the user pressed the "Next" button on the Modifier Window.
	Transfer Combine	Allows the employee to transfer a check and automatically combine with another check.

	Payment Adjust	Allows the employee to adjust a credit card amount.
	Finalize	Allows the employee to close a check that has been preauthorized or captured.
	Default Order Access	The user's default Order Access Method is displayed.
	Paidins	The specific Paid In and amount may be specified. The amount is just the default and can be changed by the user.
	Loyalty	Allows the employee access to the Customer Loyalty Window.
	Login User	Specify the Location to restrict the employees that may be logged in.
	Logout User	Logs out the user.
	Pour	The Pour Command shows the Bar Vision "Pour" information.
	Reapply Payment	Allows the employee to re-authorize a credit card after it has been voided.
	Transfer Combine/No Seats	This command combines the checks and then combines the seats.
	Item Information	If a Menu Item is selected then the "Recipe, Nutrition, or Training" attribute is shown for this item. If a Menu Item is not selected then a Menu Item must be selected within 5 seconds.
	Return to Canvas	When this Command is executed the current Canvas is recorded. After an item is ordered the user is returned to this Canvas.
	Deposits	Allows access to the Deposits Window.
	Cash Tray	Allows access to the Cash Tray Function.
	Reroute Printer	The Printer Reroute Command allows the user to reroute remote checks to another remote printer.
	Daily Inventory	Allows access to enter the Daily Inventory counts.

Related Topics
Job Right – 'Office – Packages'

[TOP]

10.8 Paid Ins

Purpose
The Paid Ins Window is used to establish and maintain a maximum of 50 specific Paid In types. Each Paid In can be assigned a specific Payment type if appropriate. In addition, each Paid In type may be configured to Require Approval.

Accessing the Paid Ins Window
While in Focus Setup, select Order Entry > Paid Ins.

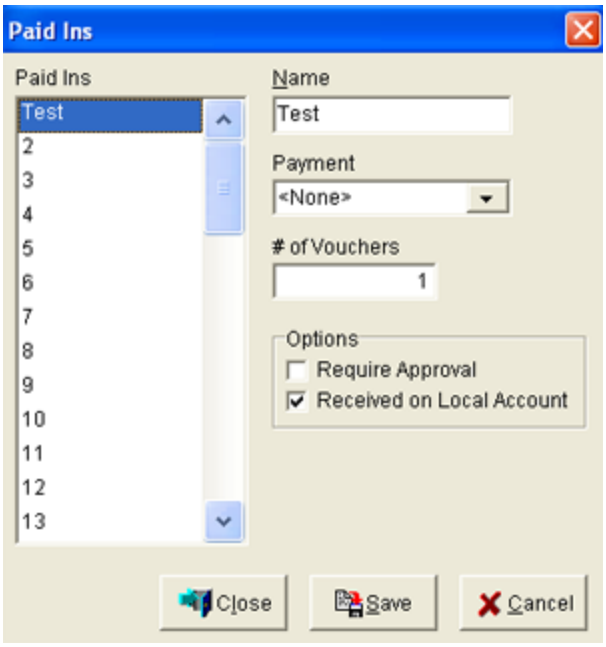


Figure x.x Paid Ins Fields

Field	Description
Name	A unique name for each Paid in type. The Name may be up to 15 alphanumeric characters.
Payment	Select the payment type of the paid in if a specific payment is required. Leave the field empty to allow payments that have the "Allow paid in" to be selected.
# of Vouchers	The number of Vouchers, 0-9, that will be printed when a Paid In occurs.
Require Approval	Check if a manager approval is required. The user must have the Enter Paid Ins Job Right to select this Paid In.
Received on Local Account	Check if the Local Account will receive the Payment.

Procedure to Establish Paid Ins

- Prepare a list of Paid In types.
- Enter the name of each Paid In in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics

Job Right – 'Office - Paidins'

[TOP]

10.9 Paid Outs

Purpose

The Paid Outs Window is used to establish and maintain up to 50 different Paid Out types. Each Paid Out type can be configured to require approval by an authorized

employee and/or require additional information such as Invoice Number or Vendor ID, etc.

Accessing the Paid Outs Window
While in Focus Setup, select Order Entry > Paid Outs.

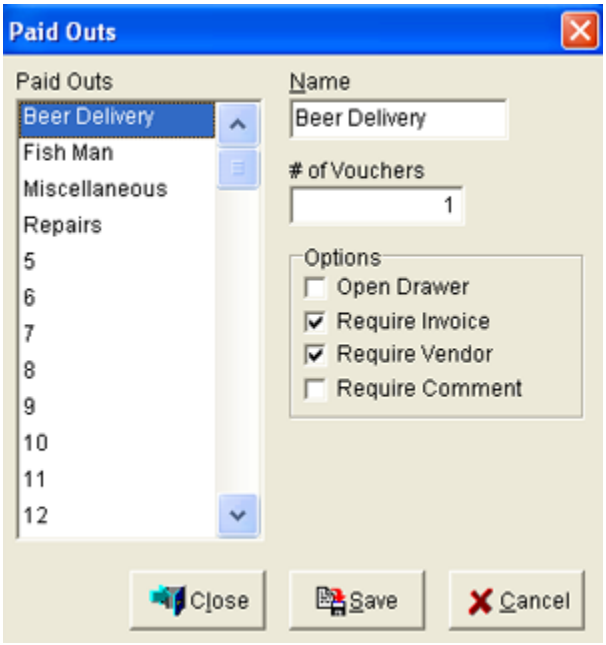


Figure x.x Paid Outs Fields

Field	Description
Name	A unique name for each Paid out type. The Name may be up to 15 alphanumeric characters.
# of Vouchers	The number of Vouchers, 0-9, that will be printed when a Paid Out occurs.
Open Drawer	Select if the cash drawer is to open when the Paid Out is entered.
Require Invoice	Select if an Invoice Number is required for the Paid Out.
Require Vendor	Select if a vendor number is required for the Paid Out.
Require Comment	Select if an operator is required to enter a comment with the Paid Out.

Procedure to Establish Paid Outs

- *Prepare a list of* Paid Out types.
- *Enter the name of each* Paid Out *type in a separate Name text box.*
- *Select the appropriate options.*
- *Click Save.*

Related Topics
Job Right – 'Office - Paidouts'

[TOP]

10.10 Payments

Purpose
The Payments Window is used to establish and maintain up to 25 different Payments types. Payments may be accessed via a specific Canvas and/or individual Payments may be displayed on various Canvases.

Specific Credit Card Payments may be created if desired. If only an "Other" Credit Card type is created then separated Credit Card Type reporting will not be provided on the Media Report.

Accessing the Payments Window
While in Focus Setup, select Order Entry > Payments.

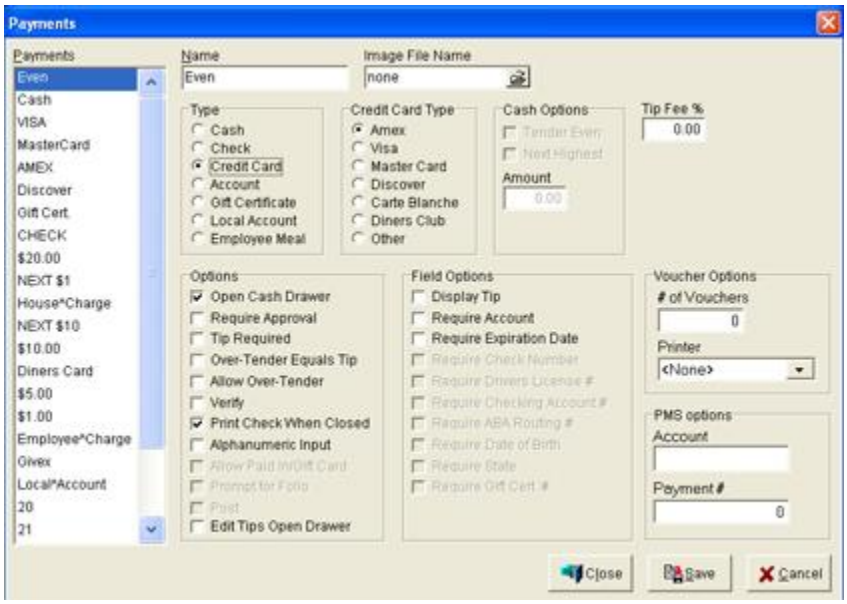


Figure x.x Payments Fields

Field	Description	
Name	A unique name for each Payment type. The Name may be up to 15 alphanumeric characters.	
Image File Name	Select an image that represents the Payment type.	
Type	**Cash**	Select if the payment amount is received as Cash.
	Check	Select if the payment amount is received as a Check.
	Credit Card	Select if the payment amount is received as a Credit Card.
	Account	Select if the payment amount is to be applied to an Account, such as a house charge or a guest's room account.
	Gift Certificate	Select if the payment amount is received as a Gift Certificate.
	Local Account	Select if the payment amount is received as a Local Account.

	Employee Meal	Select if the payment amount is received as an Employee Meal.
Credit Card Type	**Amex**	Select if the payment is to be applied to American Express credit card.
	Visa	Select if the payment is to be applied to a Visa credit card.
	Master Card	Select if the payment is to be applied to a Master Card credit card.
	Discover	Select if the payment is to be applied to a Discover credit card.
	Carte Blanche	Select if the payment is to be applied to a Carte Blanche credit card.
	Diners Club	Select if the payment is to be applied to a Diners Club credit card.
	Other	Select if the payment is to be applied to a credit card that is not one of the above listed. The account number range of "Other" cards cannot be verified during the payment process.
Cash Options	**Amount**	The denomination of fixed amount cash tendered and/or the next highest denomination of cash. Amount should be left blank for tender even. See Tender even.
	Next Highest	Select if the next highest amount of the cash to tender is the balance due on the check rounded to next whole dollar amount. For example, if the next highest is configured to be $1 and the amount due is $4.50 then the amount of the tender would be $5.00. If the next highest was configured to be $10 then the amount of the tender would be $10.00.
	Tender Even	Select if the amount of the cash tender is set to the balance due on the check.
Tip Fee %	The tip fees on tips of Payments that the employee is accountable.	
Options	**Open Cash Drawer**	The cash drawer is opened when media is received.
	Required Approval	Select if manager approval is required for the Payment type.
	Tip Required	Select if a Tip entry (possibly by Tip Edit) is required for the Payment type before the check can be closed. Credit card or Charge Account type only. This option is not suitable for Check Payment type.
	Over-Tender Equal Tip	Select if an over-tender equals tip for the named Payment type in Order Entry. This option may be appropriate for check, credit card or account Payment types.
	Allow Over-Tender	Select if over-tender is allowed for the named Payment type.
	Verify	Select if verification is required for the named Payment type. On-line credit card, check guarantee, checks verification, and account types only.
	Print Check When Closed	Select if the guest check will be printed at close when settled using this Payment type. This selection is activated when Print Check at Close is not required by job for all checks.
	Alphanumeric Input	Select if alphanumeric input is required to enter information when this Payment type is used in Order Entry.
	Allow Paid In/Gift Card	Selected if this Payment type is acceptable media for a Paid In.
	Prompt for Folio	Select if Payment type is for a PMS that requires a folio number or name.

	Post	Select if Payment type is to post to the PMS system.
	Edit Tips Open Drawer	Select if Payment type is supposed to open the cash drawer when editing tips.
Field Options	**Display Tip**	Select if a Tip field is required to display for the named Payment type.
	Require Account	Select if an account number must be entered for the named Payment type. Account number will be available on the Media Report.
	Require Expiration Date	Select if an Expiration Date is required for the named Payment type. Credit card type only.
	Require Check Number	Select if a Check Number is required for the named Payment type. Check type only.
	Require Drivers License #	Select if a Drivers License Number is required for the named Payment type. Check type only.
	Require Checking Account #	Select if a Checking Account Number is required for the named Payment type. Check type only.
	Require ABA Routing	Select if an ABA routing is required for the named Payment type. Check type only.
	Require Date of Birth	Select if a Birth Date is required for the named Payment type. Check type only.
	Require State	Select if a State name is required for the named Payment type. Check type only.
	Require Gift Certificate #	Select if a Gift Certificate number is required for the named Payment type. The Gift Certificate number will be available on the Media Report. Gift Certificate type only.
Voucher Options	**# of Vouchers**	The number of Vouchers to be printed for the named Payment type. Vouchers are often required when credit approval or PMS systems are offline. This selection is not appropriate to online credit card draft print.
	Printer	Select a Printer where the voucher for the named Payment type will be printed.
PMS Options	**Account**	Enter the PMS account that the Payment is posted to.
	Payment #	Enter the PMS Payment number.

Procedure to Establish Payments

- Prepare a list of Payments.
- Enter the name of each Payment in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics

Job Right – 'Office - Payments'

[TOP]

10.11 Price Levels

Purpose

The Price Levels Window is used to establish up to 10 different Price Levels. Each Price Level may be assigned up to six Price Names. For example, if the Price Level is size, the Price Names may be Small, Medium, Large, Giant, etc. Menu Item Prices (1 – 6) will be activated by selection of Price Name (1 – 6) in **Focus Order Entry**. Once created, Price Levels use is selected by Menu Items. Price Levels by Item over-ride Price Times by Menu.

Accessing the Price Levels Window

While in Focus Setup, select Order Entry > Price Levels.

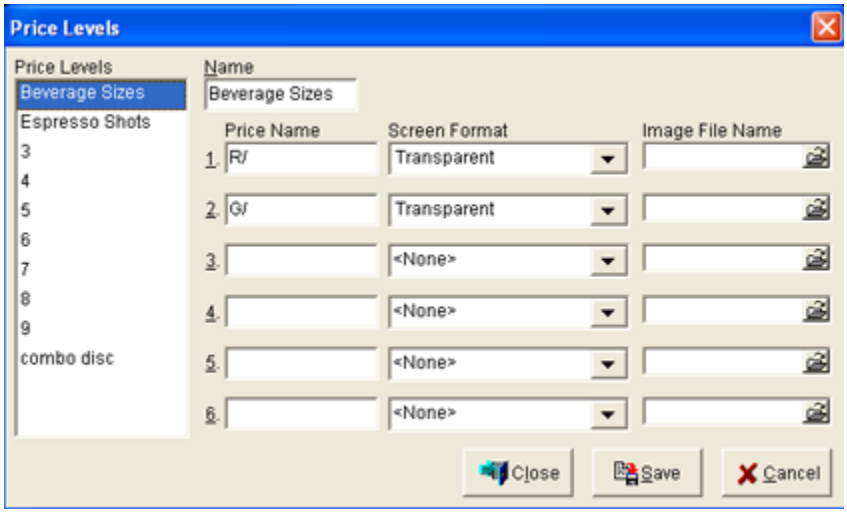


Figure x.x Price Level Fields

Field	Description
Name	Enter a name for each Price Level, i.e., size. The Name may be up to 15 alphanumeric characters.
Price Name	Enter a name, up to 15 alphanumeric characters, for each price (1 – 6). For example, for a Price Level for soda sizes, enter Small, Medium, and Large, X-large for the Price Names.
Screen Format	Select the Screen Format that the buttons will display.
Image File Name	Select an image that represents the Price Level.

Procedure to Establish Price Levels

- Prepare a list of Price Levels and Price Names.
- Enter the name of a Price Level in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics

Job Right – 'Office – Price Levels'

[TOP]

10.12 Table Types

Purpose
The Table Types Window is used to configure the Tables to be placed on Canvases. If the Floor Plan Canvas is used the Focus System will change the color of the Tables to the type selected.

Accessing the Table Types Window
While in Focus Setup, select Order Entry > Table Types.

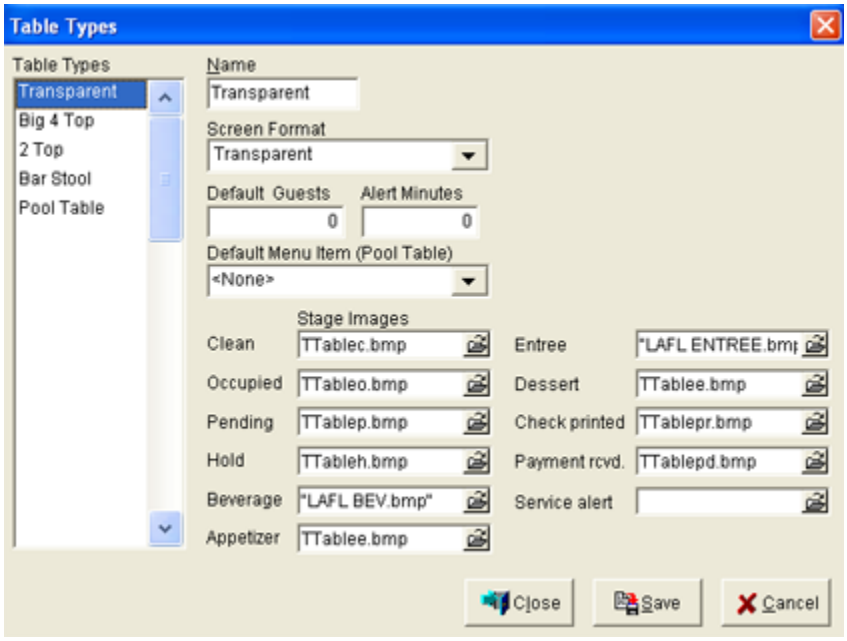


Figure x.x Table Types Fields

Field		Description
Name		A unique name for each Table type. The Name may be up to 15 alphanumeric characters.
Screen Format		Select the format that is used to display the stage images.
Default Guests		The number of guests form defaults to this value when a table is started.
Alert Minutes		Enter the number of minutes after which the table enters the service alert stage if the table is still in the occupied, or beverage stage.
Default Menu Item (Pool Table)		Select the default Menu Item.
Stage Images	**Clean**	Select the image to display when the table is not in use.
	Occupied	Select the image to display when the table has been sat.
	Pending	Select the image to display when the check for the table has been transferred and is pending.
	Hold	Select the image to display when the check for the table has items on hold.

	Beverage	Select the image to display when the check for the table has beverages added to the check.
	Appetizer	Select the image to display when the check for the table has appetizers added the to check.
	Entree	Select the image to display when the check for the table has had entrée added to the check.
	Dessert	Select the image to display when the check for the table has had desserts added to the check.
	Check printed	Select the image to display when the check for the table has been printed.
	Payment rcvd.	Select the image to display when the payment for the table has been entered.
	Service Alert	Select the image to display when the table has no activity for the specified amount of minutes.

Procedure to Establish Table Types
- Prepare a list of Table Types names.
- Enter the name of the Table Types in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics
Job Right – 'Office – Table Types'

[TOP]

10.13 Tare Weights

Purpose
The Tare Weights Window is used to establish up to 20 different Tare Weights. Tare Weights are used in scale item pricing calculations. A specific Tare may be associated with a Menu Item or the operator can be required to select from the Tare List each time the scale item is sold.

Accessing the Tare Weights Window
While in Focus Setup, select Order Entry > Tare Weights.

Figure x.x Tare Weights Fields

Field	Description
Name	Enter a name for each Tare Weight. The Name may be up to 15 alphanumeric characters.
Image File Name	Select a graphic that represents the Tare Weight.
Weight	Enter the Tare Weight for each item. The Tare Weight format is 999.999 of a pound.
Variable Weight	Select if the server will be prompted to enter the Tare Weight.

Procedure to Establish Tare Weights

- Prepare a list of Tare Weight names and Weights.
- Enter the name of each Tare Weight in a separate Name text box.
- Select the appropriate options.
- Click Save.

Related Topics

Job Right – 'Office – Tare Weights'

[TOP]

10.14 Taxes

Purpose

The Taxes Window is used to establish up to 16 different Taxes. Taxes can be calculated by percentage or referenced to a Tax Table. Percentage Taxes may be calculated as inclusive or exclusive. Flat Taxes by which a specific value is added per item, regardless

of the item value, may also be established. Specific Taxes may be applied or exempted for Order Types and associated Order Type surcharges. Tax exemption is available in **Focus Order Entry** according to Job Right.

Accessing the Taxes Window
While in Focus Setup, select Order Entry > Taxes.

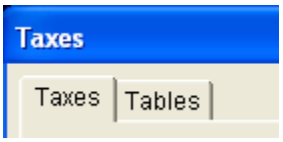


Figure x.x Taxes Options

Option	Description
Taxes	The Taxes Window is used to setup the Tax specific options.
Tables	The Tables Window is used to configure the Tax Tables.

Related Topics (none)

[TOP]

10.14.1 Taxes

Purpose
The Taxes Window is used to establish up to 16 different taxes. Taxes can be calculated by percentage or referenced to a Tax Table. Percentage taxes may be calculated as inclusive or exclusive. Flat taxes by which a specific value is added per item, regardless of the item value, may also be established. Specific taxes may be applied or exempted for order types and associated order type surcharges. Tax exemption is available in order entry according to job right.

The days and times when a tax is active may be selected.

Accessing the Taxes Window
While in Focus Setup, select Order Entry > Taxes.

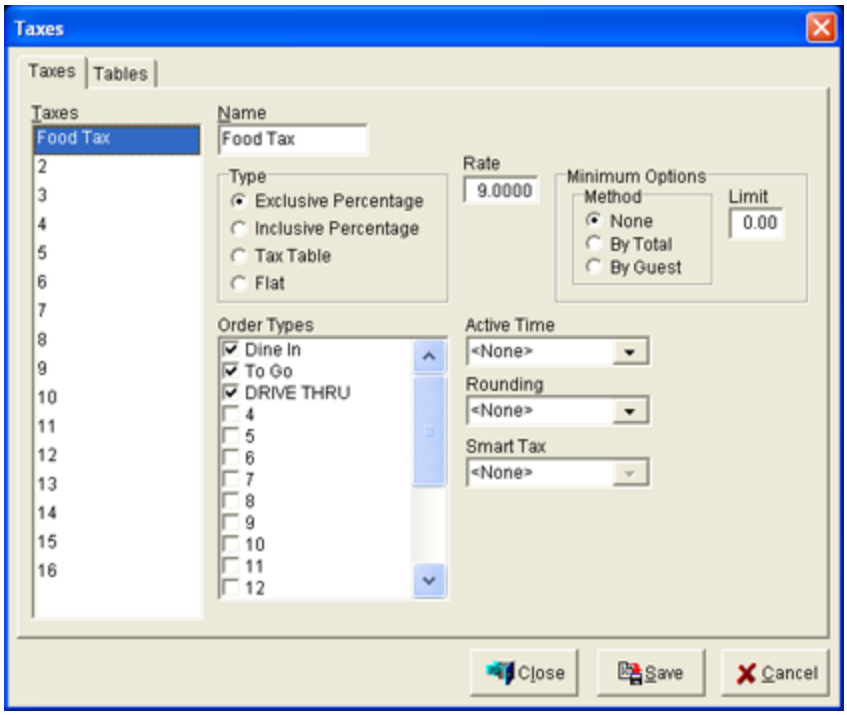


Figure x.x Taxes Fields

Field	Description	
Name	A unique name for each Tax. The name may be up to 15 alphanumeric characters.	
Type	**Exclusive percentage**	If selected, enter the rate as a percent.
	Inclusive percentage	If selected, enter the rate as a percent.
	Tax table	If selected, enter the threshold, cycle, and breakpoints. An error message displays if the threshold is less than the first tax breakpoint. Each breakpoint is the highest amount in the range before the tax is incremented.
	Flat	If selected, enter the amount that is charged on each item.
Rate	Taxes are whole numbers preceding the decimal with fractional tax following up to 99.9999. Enter a percent if the tax type is an exclusive percentage or inclusive percentage. Enter the amount if the tax type is flat.	
Minimum Options	**None**	If the tax is applied regardless of the amount of the check.
	By total	If the minimum limit is applied to the check total.
	By guest	If the minimum amount is applied to the check total divided by the number of guests.
	Limit	The minimum no tax limits, up to 999.99. If the total is greater than or equal to this amount, then tax is charged. If the total is less than this amount, no tax is charged regardless of the threshold.
Order Types	The order types which are taxed by this tax.	
Active Time	The time a particular tax is to be used. The Active Time is a user defined range specified in	

	Miscellaneous > Time Ranges.
Rounding	Allows the tax to be rounded to the nearest nickel.
Smart Tax	If a smart tax is selected then the inclusive tax is replaced by the smart tax for the item if there is a tax amount on the check from any other tax that is not inclusive.

Procedure to Establish Taxes

- Prepare a list of Taxes.
- Enter the name of each Tax in a separate Name text box.
- Click Save.

Related Topics

Job Right – 'Office – Taxes'

[TOP]

10.14.2 Tables

Purpose

The Tax Tables Window is used to configure the Tax Tables.

Accessing the Tax Tables Window

While in Focus Setup, select Order Entry > Tables.

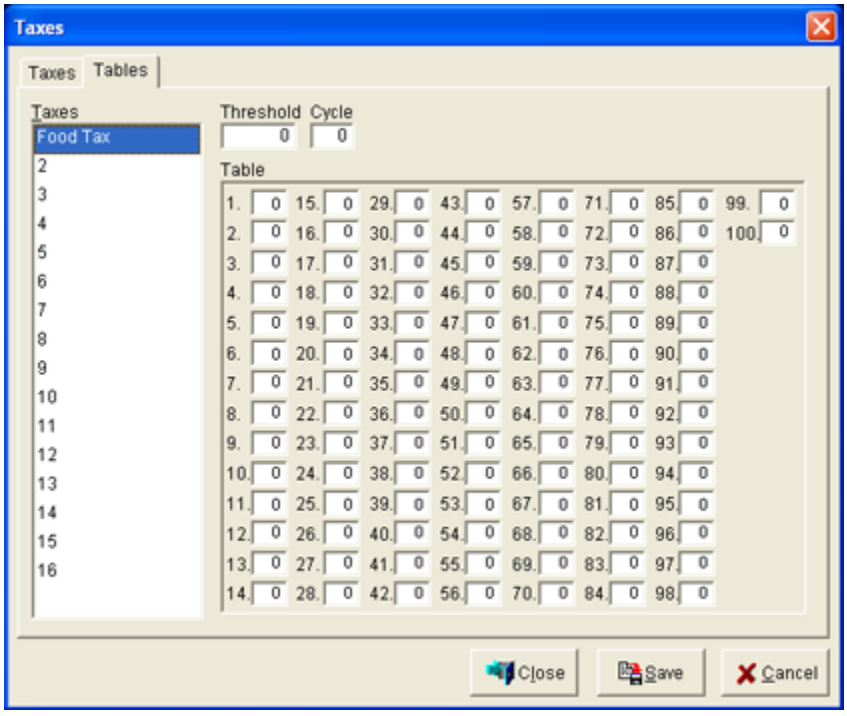


Figure x.x Tax Tables Fields

Option	Description
Threshold	The threshold is the largest amount on which tax is not charged.

Cycle	Specify the number of the break that begins the repetitive tax cycle. The cycle must be between 1 and 100.
Table	If the tax type is a table then enter the Treshold, Cycle and Breakpoints.
Breaks	The breakpoint is the highest amount in the range before the tax is incremented.

To Establish a Tax Table

- Prepare a list of Taxes.
- Enter the name of each Tax in a separate Name text box. Begin with first text box and enter the Taxes consecutively.
- Click Save to save the Tax name in the system.
- Enter the taxable amount threshold.
- Enter the break point number where the second repetitive cycle begins.
- Click the Save button to save the tax options.

Related Topics
Job Right – 'Office – Taxes'

[TOP]

10.15 Voids

Purpose
The Voids Window is used to establish and maintain up to 50 different Void reasons. The Void Reason Window will be displayed and the operator must select a reason to justify the Void of the Menu Item or Payment. Void Reasons appear on reports.

Accessing the Voids Window
While in Focus Setup, select Order Entry > Voids.

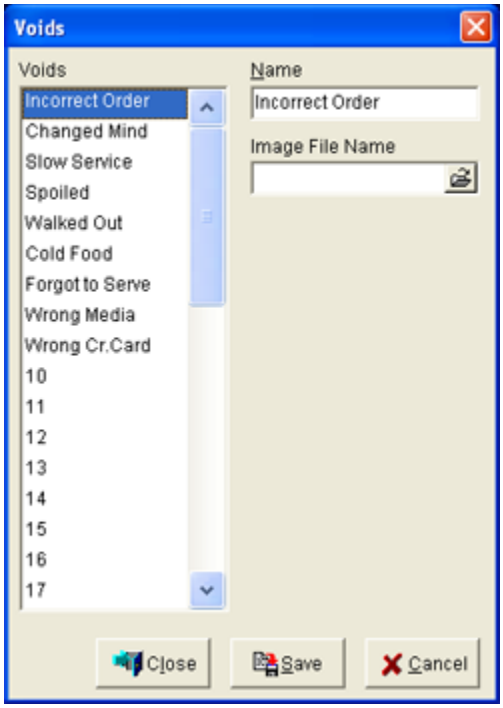


Figure x.x Void Fields

Option	Description
Name	A unique name for each Void reason. The Name may be up to 15 alphanumeric characters.
Image File Name	Select a graphic that represents the Void.

Procedure to Establish Void Reasons

- Prepare a list of Void reasons.
- Enter the name of each reason in a separate Voids text box.
- Click Save.

Related Topics
Job Right – 'Office – Voids'

[TOP]

11. Locations

Purpose
The Locations Options Windows are used to establish and maintain Stations, Revenue Centers and Locations.

Accessing the Locations Widow
While in Focus Setup, select Locations.

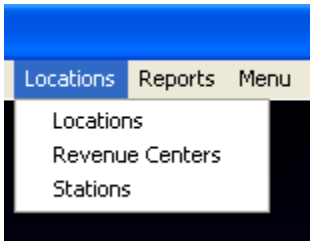


Figure 1.1 Order Entry Menu Options

Option	Description
Locations	Configure Locations for Front of House operations.
Revenue Centers	Configure Revenue Centers for reporting purposes.
Stations	Configure the Front of House terminals.

Related Topics (none)

[TOP]

11.1 Locations

Purpose
The Locations Window is used to configure Focus Order Entry operations.

Accessing the Locations Window
While in Focus Setup, select Locations > Locations.

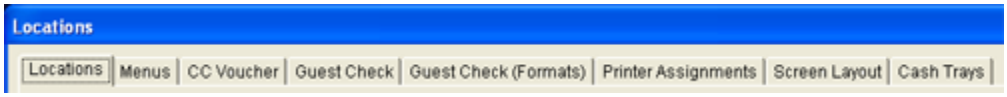


Figure x.x – Locations Windows

Field	Description
Locations	Defines the basic attributes of the Location such as the Name, Revenue Center, Order Type etc.
Menus	Used to establish Menus for the Location.
CC Voucher	Used to establish the format of the Credit Card Voucher.
Guest Check	Used to establish the format of the Guest Check.
Guest Check (Formats)	Used to establish the style of the Guest Check when printed.
Printer Assignments	Used to establish the Printer Assignments (routing) of Remote Printers.
Screen Layout	Displays an option to show or hide the "Table" label in Focus Order Entry.
Cash Trays	Used to establish Cash Trays in a particular Location.

Related Topics (none)

[TOP]

11.1.1 Locations

Purpose
The Locations Window is used to establish the name and basic functions of each Location. A Location consists of one or more Stations.

Accessing the Locations Window
While in Focus Setup, select Locations > Locations.

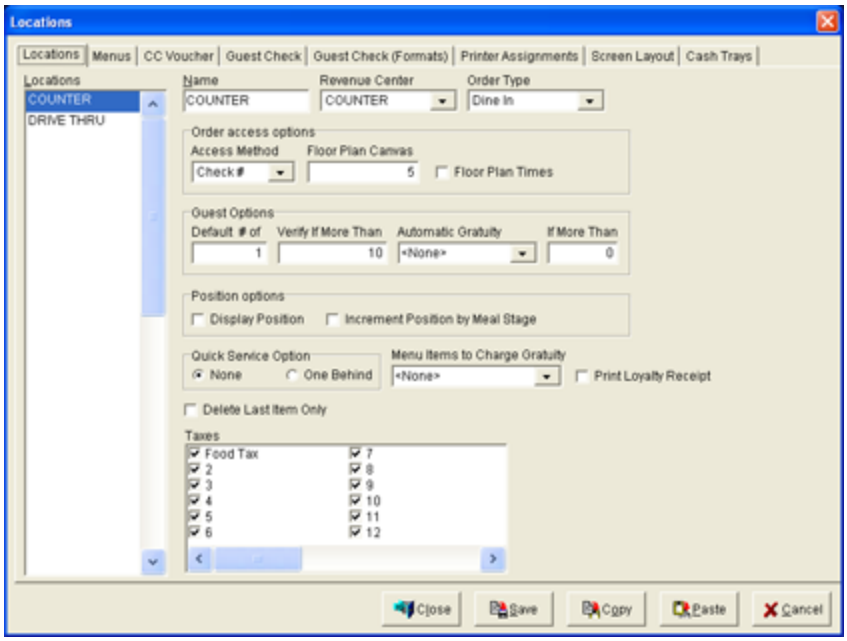


Figure x.x – Locations Fields

Field	Description	
Name	A unique name for each Location. The Name may be up to 15 alphanumeric characters.	
Revenue Center	Select a Revenue Center associated with the Location. Revenue Centers are configured in Locations > Revenue Centers.	
Order Type	Select an Order Type that will be associated with the Location. Employees with the assigned Job Right may select the Order Type at the Location. Order Types are configured in Order entry > Order types.	
Access Method	**Check #**	The default Access Method after the user logs in is the Check Number Window.
	Table #	The default Access Method after the user logs in is the Table Number Window.
	Floor plan	The default Access Method after the user logs in is the Floor Plan Canvas. Select the initial Canvas to be displayed.
	Customer	The default Access Method after the user logs in is the Customer Window. The user is prompted to select a customer.
	Dispatch	The default access method after the user logs in is the Dispatch Window.
	Tab list	The default Access Method after the user logs in is the Tab List.
Floor Plan Canvas	Select the canvas that is displayed if the Display Order Access After Login option is on and if the Access Method is set to Floor Plan. This is the number of the Floor Plan Canvas found in Locations > Locations > Menu.	
Floor Plan Times	Turn this option on to display the time each table was started on the Floor Plan.	
Default # of	Enter the default number of guests for the Location. This number should be set to zero if the Increment Guests option is selected.	
Verify if More Than	Enter the customary maximum number of guests per check for this location. If a higher number is entered, the operator will be prompted to verify they entered the correct number of guests.	

Automatic Gratuity	Select a default Gratuity type for the Location to be automatically applied to the guest check based on the number of guests at the table.	
If More Than	Enter the number of guests that will cause the Gratuity to be applied to the check automatically at the Location.	
Display Position	If this option is on then the position is displayed to the right of the price on the on-screen check.	
Increment Position by Meal Stage	The position is automatically incremented if the item ordered has the same Meal Stage as the previous item ordered.	
Quick Service Option	**None**	Default ordering method.
	One Behind	The check is "Serviced" before each item is ordered.
Menu Items to Charge Gratuity	Select the Menu Item Filter for which items the Gratuity should be calculated.	
Print Loyalty Receipt	If this option is on the Loyalty Receipt will print for Loyalty Customers.	
Delete Last Item Only	Turn this option on to allow the user to only delete the last item rang.	
Taxes	Select the taxes that apply to items rang at the location.	

Figure x.x – Locations Commands

Field	Description
Close	Closes the Locations Window.
Save	Saves current settings.
Copy	Copies the settings of the selected Location to the clipboard.
Paste	Pastes the settings of the previously copied Location.
Cancel	Cancels changes without saving.

Procedure to Establish Locations

- Select a Location name in a Name text box to highlight it.
- Select a Revenue Center from the Revenue Center drop-down list.
- Select an Order Type from the Order Type drop-down list.
- Select the Access method Check #, Table # or Floor plan.
- Enter the default number of guests in the Default # of text box for the selected Location.
- Enter the number of guests that if exceeded the user will be prompted to verify the number of guests in the Verify if more than text box.
- Select the automatic Gratuity from the Gratuity drop-down list that will be applied for the selected location.
- Enter the number of guests that are required for the automatic Gratuity to be applied in the selected location in the "If More Than" text box.
- If Floor Plans are used, enter the Canvas number that will be used for the Floor Plan.
- Check the time that the check was stated is to be displayed.
- Select all of the Taxes that will be applied at the Location.

- Click Save.

Related Topics
Job Right 'Office - Locations'

[TOP]

11.1.2 Menus

Purpose
The Menus Window is used to establish up to three Menus that can be time activated. In order to create a Menu, Menu Items and Canvases must first be created. In most instances it is also required that Payments, Discounts and Order Types must also exist in order that these Order entry functions can be made available to the Server or Cashier operators.

Accessing the Menus Window
While in Focus Setup, select Locations > Locations > Menus.

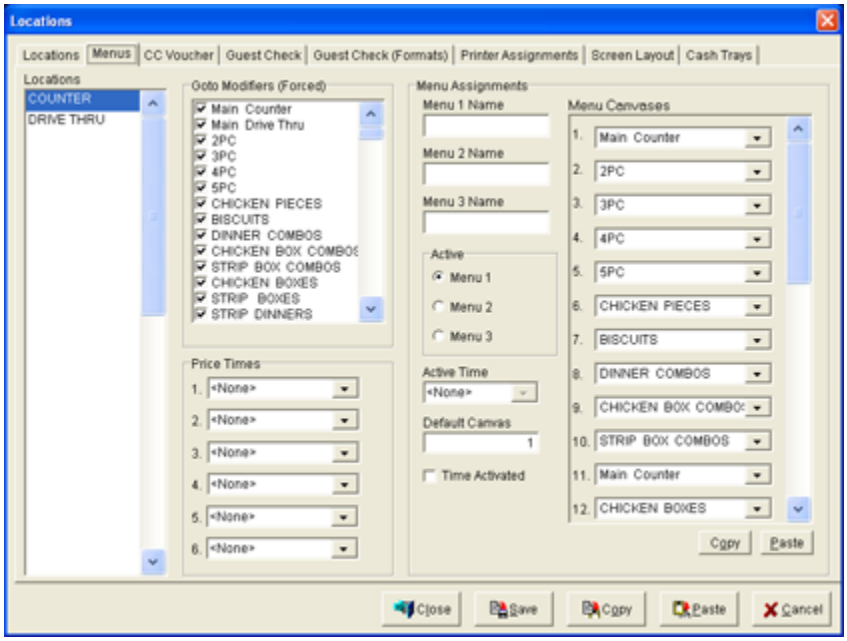


Figure x.x – Menus Fields

Field	Description
Goto Modifiers (Forced)	If selected, the Modifier Canvases associated with the Menu Items on the Canvas will be displayed automatically in Focus Order Entry. This option should be selected when the Menu will be used at a Station where modifiers must be sent to a preparation area. The option would be inappropriate in a bar environment where the bartender who enters the items onto the check will also prepare the drinks. However, if a server were to order drinks at a Station in the restaurant to be prepared in the bar, then the option should be set.
Price Times	Price Times enables the Menu Item price charged to be defined by day and time as configured in Miscellaneous > Time Ranges. From the Price Times list box, select the Time Range to apply to the Menu Item for Prices (1 – 6). If no price is programmed for the Price Time selected, the price will default to Price 1. If no Time Range is configured for the time when the item is ordered, the price will default to Price 1. Price Times established for Menu Items override the Price Times configured for a Menu.
Menu	**Menu 1 Name, Menu 2 Name and Menu 3 Name** are user-defined names for the Menus.

Assignments	
Active	Select the option witch is to be used for the Menu Assignments for this Location. (**Menu 1, Menu 2 or Menu 3**)
Active Time	Select the Time Range during which the Menu Active. A Time Range is not required.
Default Canvas	Select the starting Canvases for the three Menus. The Default Canvas will be displayed after the table has been selected if the Floor Plan access method is used. The number of buttons will vary due to the size of the Canvas Ribbon buttons.
Time Activated	Turn this option on if time is used to determine the active menu.
Menu Canvases	Select the canvases to include on the menu. A Canvas may be displayed on more than one Menu Canvas position and may be included in more than one Menu. Modifier Canvases should **not** be selected. If a Modifier Canvas is placed onto a Menu Canvas Ribbon, the modifiers will be printed on the guest check and at the remote printers as items, not as modifiers.
Copy	Used to copy the order and list of Menu Canvases on the currently selected Location.
Paste	Used to paste the order and list of Menu Canvases to the currently selected Location.

Procedure to Establish Menus

- Select and highlight the Location to configure.
- Click on the Goto Modifier check box of each Canvas for which the compulsory modifiers for the associated menu items should be displayed.
- Click on the drop down list box to display the list of Time Ranges. Select the Price Times that will be associated with the Menu as appropriate.
- Select one of the Menu Assignment Active assignment options: Time Activated, Menu 1, Menu 2, or Menu 3.
- Click on the drop-down list box of Canvases to select each of the Canvases to be displayed in positions 1 – 30 of the menu.
- Enter the number of the Default Canvas.
- Click Save.

Related Topics
Job Right 'Office - Locations'

[TOP]

11.1.3 CC Voucher

Purpose
The CC Voucher Window is used to establish and maintain the Credit Card Voucher formats. Once created, the Credit Card Voucher formats are used only in on-line credit environments.

Accessing the CC Voucher Window
While in Focus Setup, select Locations > Locations > CC Voucher.

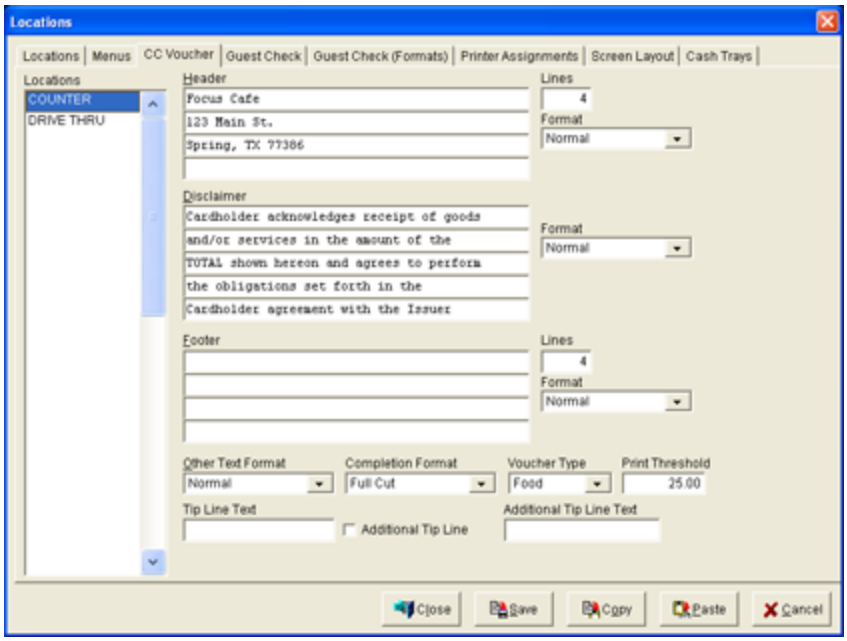


Figure x.x – CC Voucher Fields

Field	Description	
Header	Enter up to four lines of 1-40 characters each that will display at the top of the Voucher. Each line will be centered.	
Lines	Enter the number of lines (0-99) that the paper will advance at the beginning of the Voucher before the Header is printed.	
Format	Select the Printer Format for the Header.	
Disclaimer	Enter the Disclaimer message, up to five lines of 40 characters each, which will print in the middle of the Voucher.	
Format	Select the Print Format for the Disclaimer.	
Footer	Enter up to four lines of 1-40 characters each that will print at the bottom of the Voucher. Each line will be centered.	
Lines	Enter the number of lines (0-99) that the paper will advance after the Footer message on the Voucher.	
Format	Select the Print Format for the Footer from the list of available Formats.	
Other Text Format	Select the Print Format that will be used on all text relevant to the credit card approval when it is printed on the Voucher. Example: Approval codes.	
Completion Format	Select the Print Format that will be used at the end of the Voucher (i.e. Full Cut to automatically cut the paper)	
Voucher Type	**Food**	Voucher will print tip and total lines and will allow the tip to be added.
	Retail	Voucher will print a total line only.
Print Threshold	The amount the credit card needs to be authorized before a Voucher is to be printed.	
Tip Line Text	Allow the user to define the text on the tip line. If not set, the standard phrase "Tip" will be displayed.	

Additional Tip Line	Turn this option on if an additional line should be printed on the Voucher if there is a Gratuity on the check already.
Additional Tip Line Text	Allow the user to define the text on the additional tip line.

Procedure to Establish CC Voucher Formats

- Select and highlight the Location to configure.
- Enter the text that will print on each of the 4 Voucher Header lines in the Header text box.
- Enter the number of lines the paper should advance before the header is printed.
- Select the Print Format of the Header from the Format drop-down list box.
- Enter the text that will print on each of the 5 disclaimer lines in the Disclaimer text box.
- Select the Print Format of the Disclaimer message from the Format drop-down list box.
- Enter the text that will print on each of the 4 Voucher Footer lines in the Footer text box.
- Enter the number of lines the paper should advance after the Footer message has printed.
- Select the Print Format from the Format drop-down list box.
- Select the Print Format for any additional text that will print on the CC Voucher from the Other text drop-down list box.
- Click Save.

Related Topics
Job Right 'Office - Locations'

[TOP]

11.1.4 Guest Check

Purpose
The Guest Check Formats Window is used to establish up to 10 different Guest Check Formats. The Formats established in this window will be assigned to Locations. Remember to consider the capabilities of the assigned printer with respect to paper size and font availability when designing Guest Check Formats.

Accessing the Guest Check Window
While in Focus Setup, select Locations > Locations > Guest Check.

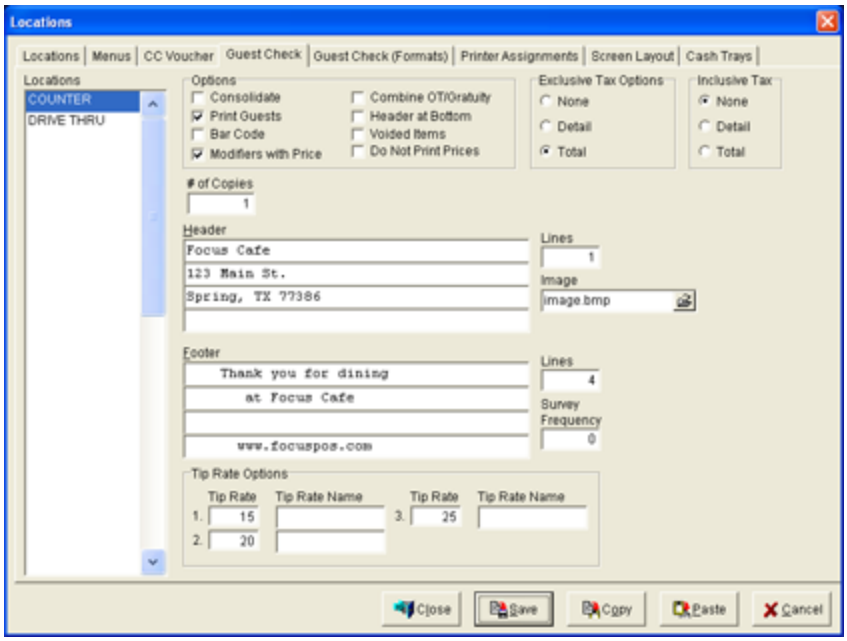


Figure x.x – Guest Check Fields

Field	Description	
Consolidate	Select this option to consolidate like Menu Items on the check.	
Print Guests	If selected, the guest name will print if entered. If this option is off then the Order Type is displayed instead of the number of guests.	
Bar Code	If selected, prints a bar code at the bottom of the check. A scanner can be used to access the Guest Check.	
Modifiers with Price	If selected, prints only the modifiers which have a price associated with them. This option overrides the Print on Guest Check option configured and the Include in Item Price option defined for each Menu Item.	
Combine OT/Gratuity	The Order Type Charge and Gratuity are included in the Order Type Total (this option is used in delivery environments where there is a delivery fee for the restaurant and the driver).	
Header at Bottom	If selected, prints the Header at the bottom of the Guest Check.	
Voided Items	If selected, prints the Voided items on the Guest Check.	
Do not Print Prices	If selected, prices will not be printed on the Guest Check.	
Exclusive Tax Options	**None**	Select if the Exclusive Taxes should not print.
	Detail	Select if the total of each Exclusive Tax should print.
	Total	Select if only the combined total of all Exclusive Taxes is to be printed.
Inclusive Tax Options	**None**	Select if the inclusive taxes should not print.
	Detail	Select if the total of each inclusive tax should print.
	Total	Select if only the combined total of all inclusive taxes should print.
# of Copies	Input the number of copies the Guest Check should print. 0 will print only 1 copy. 1 will print 2 copies etc.	

Header	Enter up to 4 lines of up to 40 characters each that will display at the top of the Guest Check. Each line is automatically centered.		
Lines	Enter the number of line feeds, 0-99, to occur at the top of the Guest Check before printing starts.		
Image	Select the name of the graphic file that will display at the top of the Guest Check. **Note:** The properties for the file must be; Monochrome format with a Width of 208 pixels, and the Height of 64 pixels.		
Footer	Enter up to 4 lines of up to 40 characters each that will display at the bottom of the Guest Check. Each line will not be centered.		
	The user may include a Macro in the Footer to be printed. Macros are supported in the header as well when it is combined with the footer.	%c	Prints the Guest Check Number.
		%n	Prints the Customer Name if present otherwise it will print the Tab Name.
		%bx	A specific begin format where "x" is the format number.
		%ex	A specific end format where "x" is the format number.
Lines	Enter the number of line feeds, 0-99, to occur at the bottom of the Guest Check before auto cut.		
Survey Frequency	The survey information found in Miscellaneous > General > Loyalty Receipt > Survey is printed beneath the Footer if the Survey Format is specified.		
Tip Rate Options	**Tip Rate 1**	Enter the percentage for a suggested Tip Rate 1. If no Format is selected for the "Tip Example", the suggested tip will not print.	
	Tip Rate Name	Enter the name of the Tip Rate to be displayed on the Guest Check.	
	Tip Rate 2	Enter the percentage for a suggested Tip Rate 2. If no Format is selected for the "Tip Example" the suggested tip will not print.	
	Tip Rate Name	Enter the name of the Tip Rate to be displayed on the Guest Check.	
	Tip Rate 3	Enter the percentage for a suggested Tip Rate 3. If no Format is selected for the "Tip Example" the suggested tip will not print.	
	Tip Rate Name	Enter the name of the Tip Rate to be displayed on the Guest Check.	

Procedure to Establish Guest Checks

- Select and highlight the Location to configure.
- Select the options to be used at the selected Location.
- Select one of the Exclusive Tax options: None, Detail or Total.
- Select one of the Inclusive Tax options: None, Detail, or Total.
- Enter the text that will be printed at the Header of each Guest Check to a maximum of 4 lines, 40 characters per line.
- Enter the number of lines the printer will advance at the beginning of the Guest Check.
- Select an image.

- Enter the text that will be printed at the Footer of each Guest Check.
- Enter the number of lines the printer will advance at the end of the Guest Check before auto cut (If used).
- Select an image.
- Enter the suggested Tip Rates.
- Click Save.

Related Topics
Job Right 'Office - Locations'

[TOP]

11.1.5 Guest Check (Formats)

Purpose
The Guest Check (Formats) Window is used to establish Formats of the Guest Check for Locations. Remember to consider the capabilities of the assigned printer with respect to paper size and font availability when designing Guest Check Formats.

Accessing the Guest Check (Formats) Window
While in Focus Setup, select Locations > Locations > Guest Check (Formats).

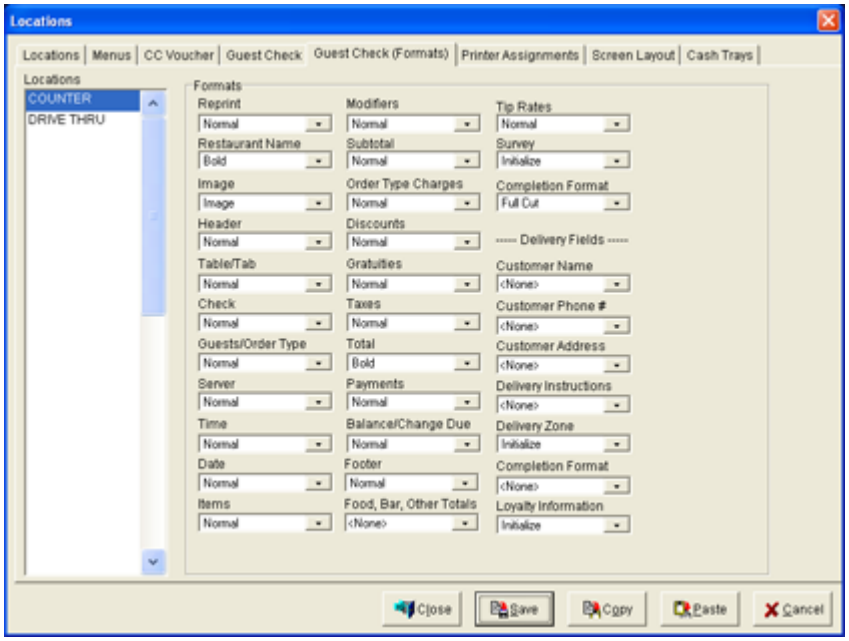


Figure x.x – Guest Check (Formats) Fields

Field	Description
	tion displayed on the Guest Check.
	t Name displayed on the Guest Check.
Image	Format of the Image used for the Header displayed on the Guest Check.
Header	Format of the Header displayed on the Guest Check.
Table/Tab	Format of the Table/Tab displayed on the Guest Check.
Check	Format of the Check number displayed on the Guest Check.

Guests/Order Type	Format of the number of guests displayed on the Guest Check.
Server	Format of the Server name displayed on the Guest Check.
Time	Format of the Time displayed on the Guest Check.
Date	Format of the Date displayed on the Guest Check.
Items	Format of the Menu Items displayed on the Guest Check.
Modifiers	Format of the Modifiers displayed on the Guest Check.
Subtotal	Format of the Subtotal displayed on the Guest Check.
Order Type Charges	Format of the Order Type Charges displayed on the Guest Check.
Discounts	Format of the Discounts displayed on the Guest Check.
Gratuities	Format of the Gratuities displayed on the Guest Check.
Taxes	Format of the Taxes displayed on the Guest Check.
Total	Format of the Total displayed on the Guest Check.
Payments	Format of the Payments displayed on the Guest Check.
Balance/Change Due	Format of the Balance/Change Due displayed on the Guest Check.
Footer	Format of the Footer displayed on the Guest Check.
Food, Bar, Other Totals	Format of the Food, Bar, Other Totals displayed on the Guest Check.
Tip Rates	Format of the Tip Rates displayed on the Guest Check.
Survey	Format of the Survey displayed on the Guest Check.
Completion Format	Format of the Completion method used after the Guest Check is printed.

The following fields will only be displayed when printing a Delivery Check.

Figure x.x Delivery Fields for Guest Check (Formats)

Field	Description
Customer Name	Format of the Customer Name displayed on the Guest Check.
Customer Phone #	Format of the Customer Phone Number displayed on the Guest Check.
Customer Address	Format of the Customer Address displayed on the Guest Check.
Delivery Instructions	Format of the Delivery Instructions displayed on the Guest Check.
Delivery Zone	Format of the Delivery Zone displayed on the Guest Check.
Completion Format	Format of the Completion method used after the Guest Check is printed.
Loyalty Information	Format of the Loyalty Information displayed on the Guest Check.

Procedure to Establish Guest Check (Formats)

- Select a Format for each of the following items. The selected Format name will display in the list box. If no format is selected the selected text or caption and total will not print on the Guest Check. Formats are

configured in Printers > Formats. **Note**: Only captions with a Format selected will print on a Guest Check. Captions without Formats (none) will not print on the Guest Check.

- Click Save.

Related Topics
Job Right 'Office - Locations'

[TOP]

11.1.6 Printer Assignments

Purpose
The Printer Assignment Window is used to define the link between a Location, Printer Groups (physical printer) and Remote Printers (the logical printer). Use the Printer Assignments Window to establish the different Printer Assignments. Assignments are made to specific Printer Groups and can be related to Time Ranges. For example, a printer could be designated as the active printer during a predefined range of days and hours.

Accessing the Printer Assignments Window
While in Focus Setup, select Locations > Locations > Printer Assignments.

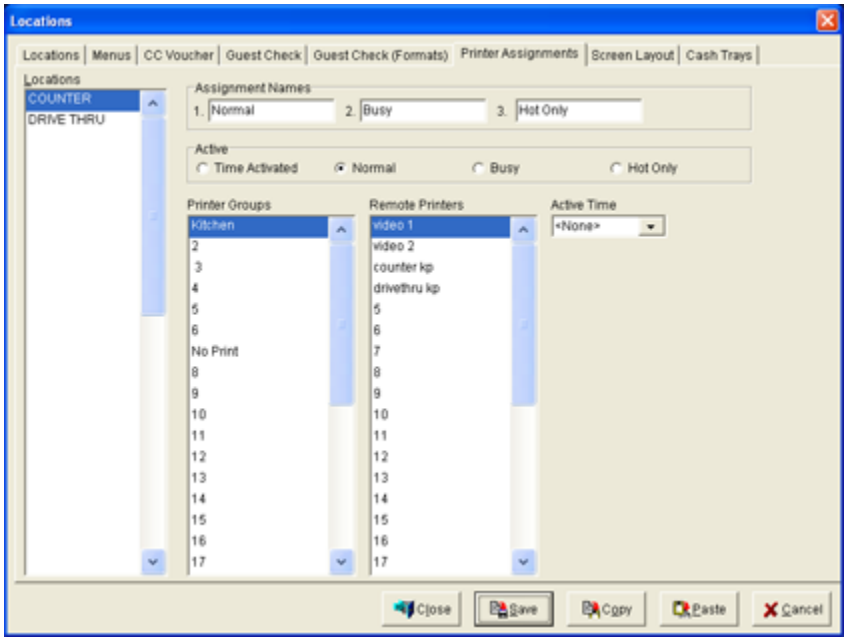


Figure x.x – Printer Assignments Fields

Field	Description	
Assignment Names	Input a user-defined name for the Printer Assignments 1, 2 and 3.	
Active	**Time Activated**	Select this option if the Printer Assignment is time activated. If the Assignment is not time activated, select the Active Assignment from the 3 available options
	Assignment 1	Select this option as appropriate when the associated printers are Active.
	Assignment 2	Select this option as appropriate when the associated printers are Active.

	Assignment 3	Select this option as appropriate when the associated printers are Active.
Printer Groups	The Printer Group to which Menu Items have been Assigned.	
Remote Printers	The actual and physical printers where the items in the Printer Group should be printed. Multiple printers may be selected for each Printer Group.	
Active Time	Select the Time Range that the Assignment is Active.	

Procedure to Establish Printer Assignments

- Select a Printer Group under the Printer Groups option.
- Select the printers under the Remote Printers option you wish to include in the group. In the example shown, all menu items routed to the "Kitchen" printer group will only print to the "video 1" Printer.

Related Topics
Job Right 'Office - Locations'

[TOP]

11.1.7 Screen Layout

Purpose
The Screen Layout Window is used to configure the look of the Guest Check in Focus Order Entry.

Accessing the Screen Layout Window
While in Focus Setup, select Locations > Locations > Screen Layout.

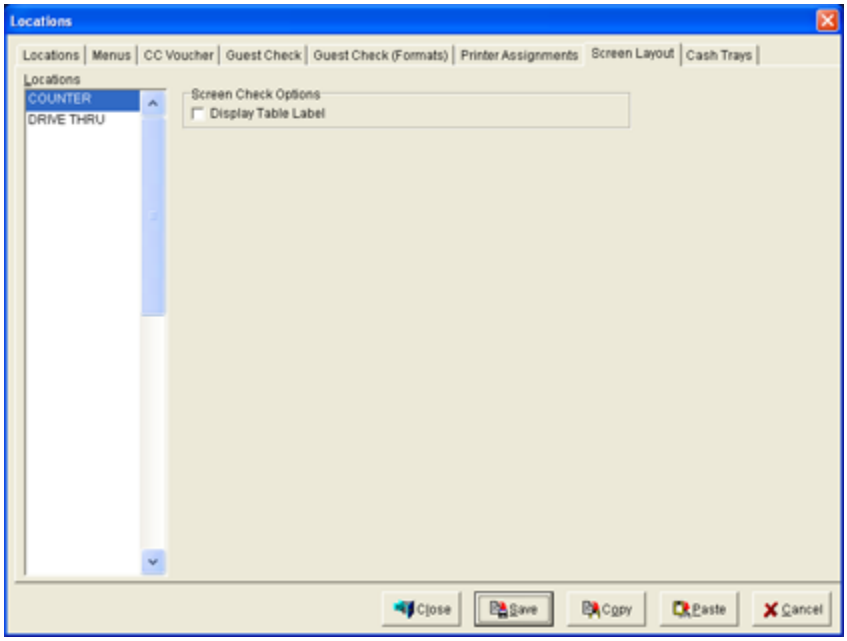


Figure x.x Screen Layout

Field	Description
Display Table Label	Select this option to display the word "Table" on the On Screen Check in Focus Order Entry.

Related Topics
Job Right 'Office - Locations'

[TOP]

11.1.8 Cash Trays

Purpose
The Cash Trays Window is used to establish Cash Tray functions.

Accessing the Cash Trays Window
While in Focus Setup, select Locations > Locations > Cash Trays.

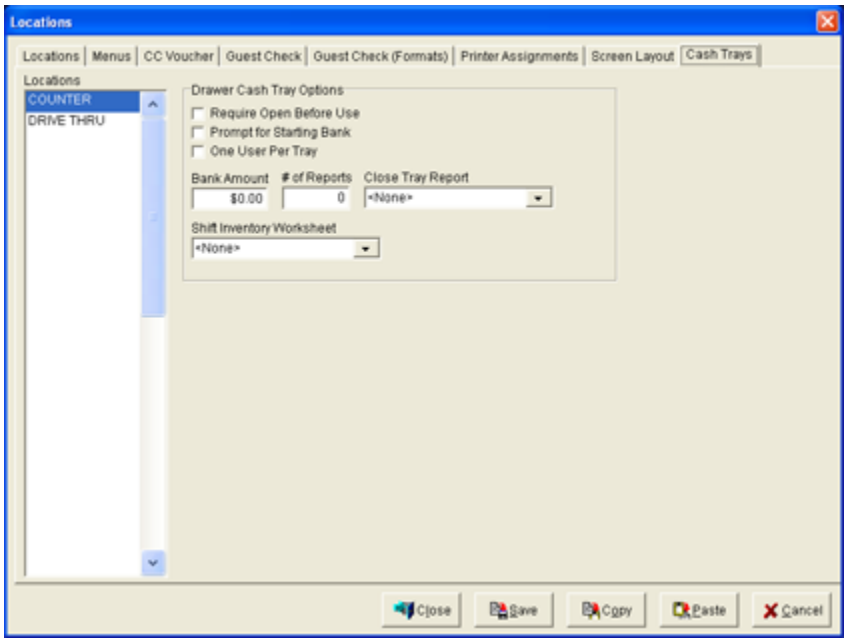


Figure x.x – Cash Trays

Field	Description
Require Open Before Use	The drawers on Stations associated with this Location will be treated as Cash Trays and require the Cash Tray Open Procedure to be completed before the user is allowed to perform tender related operations to it.
Prompt for Starting Bank	The user is prompted to enter the starting bank when the Cash Tray is opened.
One User Per Tray	Select this option if only one employee may be assigned to a Cash Tray.
Bank Amount	This amount becomes the default starting bank.
# of Reports	The number of times that Close Tray Report is ran when the Close Cash Tray function is performed
Close Tray Report	Select the Drawer Report to print when the Close Cash Tray procedure is performed.
Shift Inventory Worksheet	The Inventory Worksheet Report that determines the items that counts will be entered for the Cash Tray Count function.

Related Topics
Job Right 'Office - Locations'

[TOP]

11.2 Revenue Centers

Purpose
The Revenue Centers Window is used to maintain a list of Revenue Center names, (example: dining room names, bar, patio, etc.). Revenue Centers provide a way to identify parts of the organization for very detailed reporting. Each Revenue Center is assigned a unique name that is referenced in reports, Location and Station configuration.

Accessing the Revenue Centers Window
While in Focus Setup, select Locations > Revenue Centers.

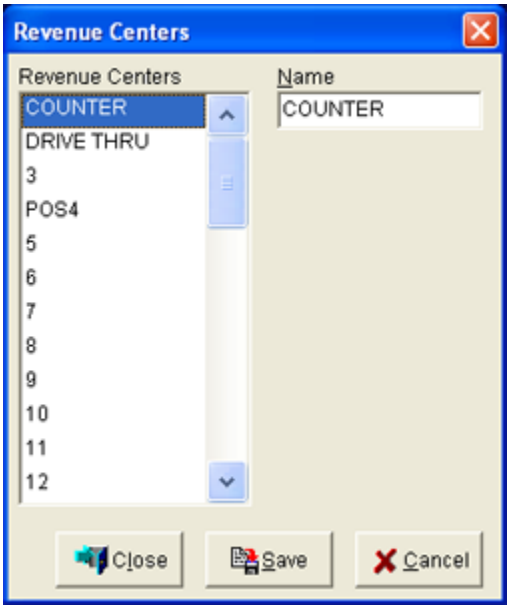


Figure x.x – Revenue Centers

Field	Description
Name	A unique name for each Revenue Center. The Name may be up to 15 alphanumeric characters.

Related Topics
Job Right 'Office – Revenue Centers'

[TOP]

11.3 Stations

Purpose
The Stations Windows are used to establish and maintain up to 100 different Stations. Every Station must be assigned a unique Station ID that is the same as the Windows Computer Name.

Accessing the Stations Window
While in Focus Setup, select Locations > Stations.

Figure x.x – Station Windows

Window	Description
Station	Used to define Station names and general information.
Devices	Used to define Devices attached to a Station.
Information	Displays the Devices and controls used with a Station.

Related Topics (none)

[TOP]

11.3.1 Stations

Purpose
The Stations Window is used to establish and maintain up to 100 different Stations at each Location by name. Each Station can be configured to accommodate the individual characteristics of the station. Every Station must be assigned a unique Station ID.

Accessing the Stations Window
While in Focus Setup, select Locations > Stations.

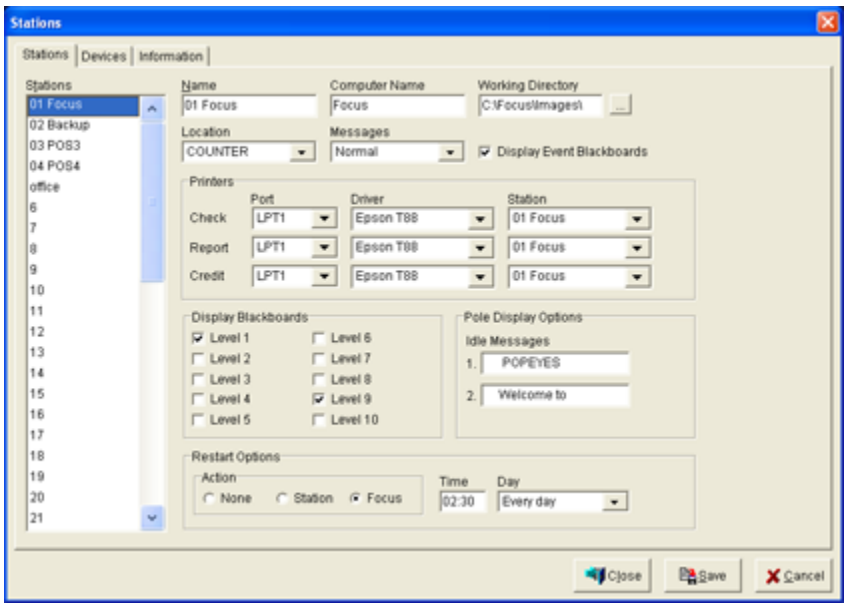


Figure x.x – Stations Window

Field	Description
Name	A unique name for each Station. The Name may be up to 15 alphanumeric characters.
Computer Name	The Windows Computer Name for the station that is up 20 alphanumeric characters. The Computer Name is used by the system/network to match users and activity. The name of the Station will be displayed at the bottom of the Login Window.

Working Directory	Select the path that image files that will be used.		
Location	Select a Location the Station belongs to.		
Messages	None	Messages are not recorded.	
	Normal	Normal audit trail messages are logged.	
	Detailed	Extensive messaging is logged.	
Display Event Blackboards	Turn this option on to display promotions and other reports that are created by Events that are displayed on the Blackboard.		
Printers	**Check**	**Port**	Select the Port that the printer is connected. Available selections are Com 1 trough Com 32, Lpt1 and Lpt2.
		Driver	Select the model name description of the printer. Drivers are configured in Setup > Printers > Drivers.
		Station	Select the Station that the printer is attached. The Focus system will support printing on different Stations. Example: Two Stations located side by side sharing one check printer.
	Report	**Port**	Select the Port that the printer is connected. Available selections are Com 1 trough Com 32, Lpt1 and Lpt2.
		Driver	Select the model name description of the printer. Drivers are configured in Setup > Printers > Drivers.
		Station	Select the Station that the printer is attached. The Focus system will support printing on different Stations. Example: Two Stations located side by side sharing one check printer.
	Credit	**Port**	Select the Port that the printer is attached. Available selections are Com 1 trough Com 32, Lpt1 and Lpt2.
		Driver	Select the model name description of the printer. Drivers are configured in Setup > Printers > Drivers.
		Station	Select the Station that the printer is attached. The Focus system will support printing on different Stations. Example: Two Stations located side by side sharing one check printer.
Display Blackboards	Configure the Station to view Blackboards based on the levels 1-10 when the Blackboard is created.		
Pole Display Options	Two lines of 19 characters may be entered to display on the pole display when there is not a check on the screen.		
Restart Options	**None**	The Station will not restart.	
	Station	The software exits automatically and Windows is restarted at the restart time.	
	Focus	The software exits automatically and is restarted at the restart time..	
	Time	The time the software exits and Windows is restarted if the Restart Option is set to Station or Focus.	
	Day	The day of the week that the software is restarted if the Restart Option is set to Station or Focus.	

Procedure to Name a Station

- Prepare a list of Stations.
- Enter the name of each Station in a separate Name text box.
- Select the appropriate options for the Station.
- Click Save.

Related Topics
Job Right 'Office - Stations'

[TOP]

11.3.2 Devices

Purpose
The Devices Window is used to configure additional hardware/software. Devices define the communication detail for each peripheral attached to the Station. Keyboard wedge devices such as Card Readers or Scanners are not defined as devices in this context and should not be included.

Accessing the Devices Window
While in Focus Setup, select Locations > Stations > Devices.

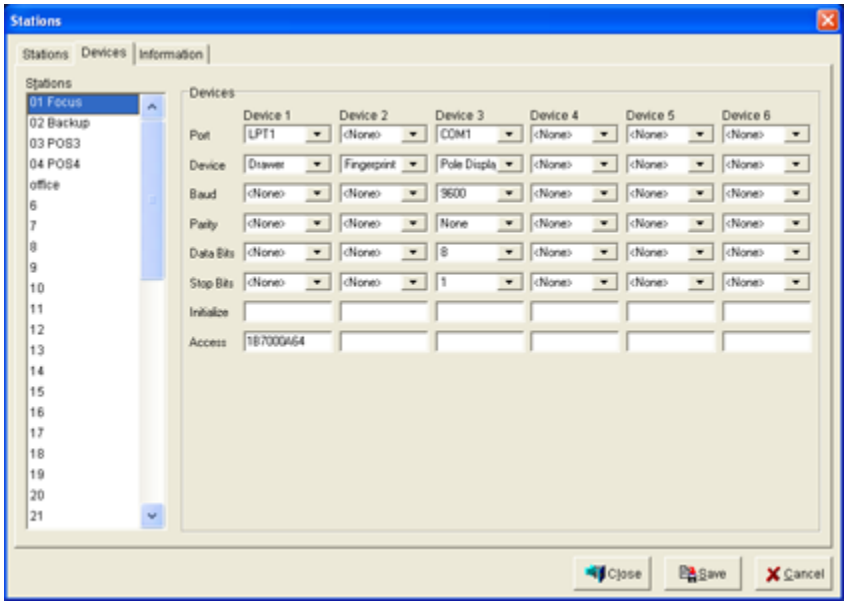


Figure x.x – Available Devices

Field	Description
Scanner	This devise is used to configure serial scanners.
Scale	This device is for a Scale to be used with Tare Weights.
Pole Display	This device is used to configure a Pole Display.
Drawer	This device is used to configure Cash Drawers.
Changer	This device is used to configure Coin Changers.

Caller ID	This device is used to configure Caller ID systems.
Fingerprint	This device is used to configure a Fingerprint scanner.
Berg	This device is used to configure the Berg interface.
Bar Vision	This device is used to configure the Bar Vision interface.
IP Log/Camera	This device is used to configure the IP Log/Camera interface.

Figure x.x – Devices

Field	Description
Port	Select the port which the device is connected.
Device	Select the device type from the list of available Devices. **Note:** If present, printer/drawer number one must be configured as device 1. If present, printer/drawer number two must be configured as device 2.
Baud	Select the Baud Rate for the Port.
Parity	Select the Parity of Port.
Data Bits	Select the number of Data Bits for the Port.
Stop Bits	Select the number of Stop Bits for the Port.
Initialize	The hexadecimal codes that are sent to initialize the Device (i.e., pole display brightness).
Access	The hexadecimal codes that are sent to access the Device (i.e., open cash drawer).

Related Topics
Job Right 'Office - Stations'

[TOP]

11.3.3 Information

Purpose
The Information Window is used to view the Devices and functions attached to a particular Station. The Devices will be displayed under the Information list box. There are no settings in this window to configure.

Accessing the Information Window
While in Focus Setup, select Locations > Stations > Information.

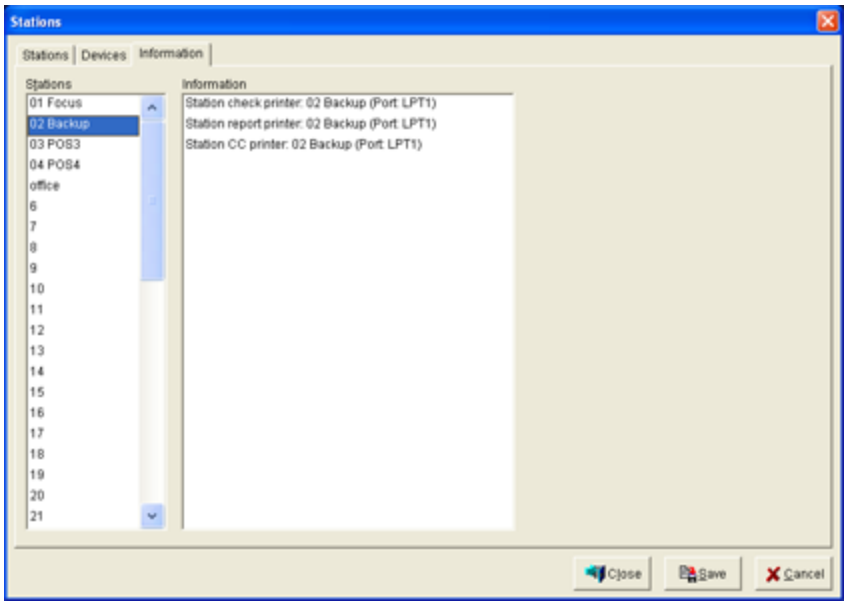


Figure x.x – Information Fields

Field	Description
Remote Printers	If a Station has a Remote Printer on it then the name of the Remote Printer and its Port is displayed in the list box.
Check Printer	If a Station has a Check Printer then the name of the Station and its Port is displayed in the list box.
Report Printer	If a Station has a Report Printer then the name of the Station and its Port is displayed in the list box.
CC Printer	If a Station has a CC Printer then the name of the Station and its Port is displayed in the list box.
Close Day Station	If the Station is the Close Day station then "Close Day Station" appears in the list.
Event Station	If the Station is the Event Station then "Event station" appears in the list.
Email Server	If the Station is the E-mail Station then "Email server" appears in the list.
Credit Card Station	If the Station is the Credit Card Station the "Credit Card Station" appears in the list.

Related Topics
Job Right 'Office - Stations'

[TOP]

12. Reports

Purpose

The Reports Window is used to establish and maintain the Reports generated in *Focus*. Each Report can be customized multiple times to meet a variety of reporting requirements. By selecting from the different properties available for each Report, a wide selection of Reports may be created

Accessing the Reports Menu Options
While in Focus Setup, select Reports.

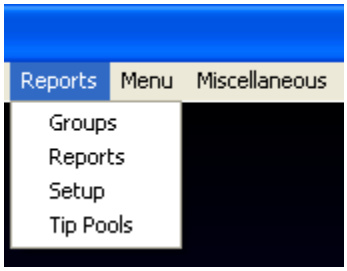


Figure x.x Reports Menu Options

Option	Description
Groups	Used to configure Report Groups.
Reports	Used to view Reports.
Setup	Used to setup Reports.
Tip Pools	Used to setup Tip Pools.

Related Topics (none)

[TOP]

12.1 Groups

Purpose
The Report Groups Window is used to establish and maintain up to 150 separate Report Groups. All Menu Items must be associated with a Report Group. Report Groups can be used as an optional sort option for Item Count Reports. Additional segmentation of Report Groups is made available by use of 1 or 2-character Sort Codes that may be specified on each Menu Item.

Accessing the Report Groups Window
While in Focus Setup, select Reports > Report Groups.

Figure x.x – Report Groups Fields

Field	Description
Name	A unique name for each Report Group. The Name may be up to 15 alphanumeric characters.

Procedure to Add a Report Group

- Prepare a list of Report Groups.
- Place the cursor in the first available Report Group Name text box.
- Enter the name for the new Report Group.
- Click Save.

Related Topics
Job Right 'Office – Report Groups'

[TOP]

12.2 Reports

Purpose
The Reports Window contains only the names of the Reports for which the active operator has access, security, or Job Rights assigned. The Reports Window contains a series of buttons. Each button contains a caption or image of the Report that can be accessed by pressing the button.

Accessing the Reports Window
While in Focus Setup, select Reports > Reports.

A sample Report Window is shown below. The actual display will depend upon the customized Reports created in Reports > Setup.

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Related Topics
Job Right 'Reports – Report Security Code 1 -9'

[TOP]

12.3 Setup

Purpose
The Report Setup Window is used to establish and maintain the Reports used in Focus. Each Report type can be customized multiple times to meet a variety of reporting requirements. By selecting from the different properties available for each Report, a wide selection of Reports may be created. Properties options selected in these Windows are established as defaults when the Report is run.

Accessing the Reports Setup Window
While in Focus Setup, select Reports > Setup.

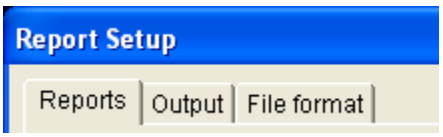


Figure x.x – Report Setup Windows

Field	Description
Reports	Used to name and define Reports.
Output	Used to select the Output type of the Report.

File Format	Used to select fields available for Output on certain Reports.

Related Topics (none)

[TOP]

12.3.1 Reports

Purpose
The Reports Window is used to establish and maintain report. Each report can be customized multiple times to meet a variety of reporting requirements. By selecting from the different properties available for each report, a wide selection of Reports may be created. Properties options selected in these Windows are established as defaults when the report is run.

Accessing the Reports Window
While in Focus Setup, select Reports > Reports.

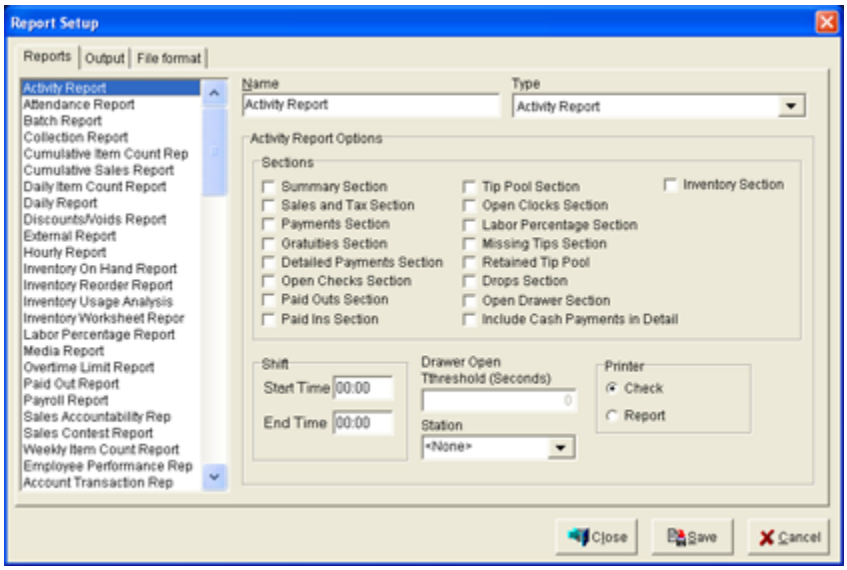


Figure x.x – Report Types

Type	Description
Activity Report	Server Checkout Report or the Cashiers Report dependent upon the information included or excluded.
Attendance Report	The Attendance Report displays employee's attendance based on the Jobs configured in the setup.
Batch Report	The Batch Report displays the credit card transactions that have been processed and settled.
Collection Report	Up to 40 reports may be specified within a Collection Report.
Cumulative Item Count Report	The Cumulative Item Count Report displays a count of Menu Items sold by the Day, Week, Month and Year.
Cumulative Sales Report	The Cumulative Sales Report contains sales information similar to the Daily Report but is divided into sales for the Current Day, Week, Month and Year. This Report is a snapshot of the year to date sales.
Daily Item Count	The Daily Item Count Report displays the Menu Items sold during the specified time.

Report	
Daily Report	The Daily Report displays an overview on the restaurant's performance. The sales information can be broken down into 4 different periods (i.e. Breakfast, Lunch, Dinner and Late Night).
Discounts/Voids Report	The Discounts / Voids Report displays the various Discounts and Voids in detail.
External Report	The External Report allows Focus to call another program, file or website from within the Report Window.
Hourly Report	The Hourly Report displays sales and labor information from a pre-defined time interval.
Inventory On Hand Report	The Inventory On Hand Report is used to show the amount of product you should have on hand.
Inventory Reorder Report	The Inventory Reorder Report is used in conjunction with the Par Levels setup in the Inventory Module. This Report calculates the inventory on hand, what needs to be ordered and the extended price of the order.
Inventory Usage Analysis Report	The Inventory Usage Analysis Report compares the actual inventory count compared to the projected or ideal inventory count (Variance Report).
Inventory Worksheet Report	The Inventory Worksheet Report is used to take the actual inventory.
Labor Percentage Report	The Labor Percentage Report displays an overview of the labor costs.
Media Report	The Media Report displays the Payments which have been specified in Report Setup.
Overtime Limit Report	The Overtime Limit Report is used in conjunction with the Scheduling Module to determine if an employee is going into overtime.
Paid Out Report	The Paid Out Report displays the Paid Outs for the specified date range. The Paid Out amount and reason will be displayed. No further configuration is necessary.
Payroll Report	The Payroll Report displays employees hours and pay rates for the pay period specified. You can export the Payroll Report to specific file formats for use with different payroll processes.
Sales Accountability Report	The Sales Accountability Report displays individual employee sales related items on one report.
Sales Contest Report	The Sales Contest Report displays user defined criteria for Menu Item sales.
Weekly Item Count Report	The Weekly Item Count Report displays the Menu Items sold for each day of the week.
Employee Performance Report	The Employee Performance Report is a customizable report based on employee sales data. A user may create custom column names, fields and filters.
Account Transaction Report	The Account Transaction Report displays the transactions a House Account incurs.
Account Statement Report	The Account Statement Report displays the current House Accounts and the balances of each.
Menu Item Report	The Menu Item Report displays a list of menu items.
Gift Card Report	The Gift Card Report displays a list of gift cards sold.

Tip Pool Report	The Tip Pool Report displays the amounts of the tip pools and the distribution list.
Production Report	The Production Report displays the amount of an ingredient that was used on an interval basis.
Loyalty Report	The Loyalty Report displays the accounts currently in the Loyalty Program and the Points associated with each account.
Inventory Detail Report	The Inventory Detail Report displays inventory Unit and percent variance.
Paid In Report	The Paid In Report displays the Paid Ins sorted by type.
Drawer Report	The Drawer Report is similar to the **Activity Report** but also displays Inventory Counts and the employees assigned to the drawer.

Related Topics (none)

[TOP]

12.3.1.1 Activity Report

Purpose
The Activity Report is often referred to as the Server Checkout Report or the Cashiers Report depending upon the information included or excluded. Multiple Activity Reports may be configured to accommodate the requirements of the operator and checkout procedures. The format selection defined for this report cannot be further modified in the report module with the exception of include/exclude open checks and open clocks which may be selected by a manager with the "Access Others Checks" Job Right.

Accessing the Activity Report Options
While in Focus Setup, select Reports > Setup and then selet the Activity Report.

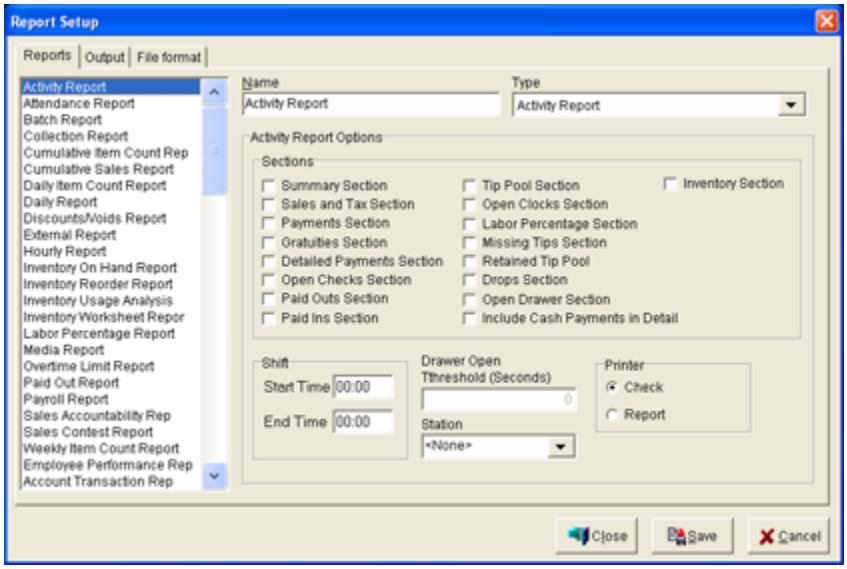


Figure x.x Activity Report Options

Option	Description	
Sections	**Summary Section**	Select if the report will contain a Summary section.

	Sales and Tax Section	Select if the report will include a Sales and Tax section.
	Payments Section	Select if the report will contain a Payments section.
	Gratuities Section	Select if the report will contain a Gratuities section. Gratuity section is included on the report when a specific server and Time Card are selected in the Reports Window.
	Detailed Payments Section	Select if the report will contain a Detailed Payments section. Payment detail is included on a manager report only when a specific employee is selected. Cash payment detail is included when that Job Right has been assigned to the employee.
	Open Checks Section	Select if the report will contain an Open Check section. Open checks are always included on a Server Activity Report unless de-selected in the Report Window.
	Paid Outs Section	Select if the report will contain a Paid Outs section. Voided Paid Outs are not included.
	Paid Ins Section	Select if the report will contain a Paid Ins section. Voided Paid Ins are not included.
	Tip Pool Section	Select if the report will contain a Tip Pool section. Tip Pool information is included in a manager report when a specific server and Time Card are selected.
	Open Clocks Section	Select if the report will contain a list of all employees currently "on the clock." This option can be overridden when the report is generated.
	Labor Percentage Section	Select if the report will contain Labor Percentage information. Labor percentage is not included in an individual server's report. Labor percentage may not be the only section included in an Activity Report.
	Missing Tips Section	Select if the report will contain a list of all employees credit card payments that are missing tips.
	Retained Tips Section	Select if the report will contain the Retained Tips Section.
	Drops Section	Select if the report will contain the Drops Section.
	Open Drawer Section	Select if the report will contain the Open Drawer Section.
	Include Cash Payments in Detail	Select if the report will contain the Cash Payments in Detail Section.
	Inventory Section	
Shift	**Start Time**	The starting time of the report.
	End Time	The ending time of the report.
Drawer Open Threshold (Seconds)	If the "Drawer Section" is printed on the report then the # of drawer opens longer than "X" seconds is printed.	
Station	If a Station is selected, all checks, payments and sales information that were processed at the Station will be reflected on the report.	

Printer	**Check**	Selected if the report will be printed on a 40 column check printer.
	Report	Selected if the report will be printed on a standard office printer.

Related Topics

Job Right 'Reports – Report Setup'

Job Right 'Checkout Report – Access Other's Reports'

Job Right 'Checkout Report – View'

Job Right 'Checkout Report – Print'

Job Right 'Checkout Report – Print if No Open Checks/Tips"

[TOP]

12.3.1.1.1 Sample Activity Report

Purpose
A sample Activity Report and description of the fields are shown below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Activity Report

```
Focus Cafe
         Activity Report Page 1

5/21/200X 3:44:03 PM
========================================
DAYS 5/4/0X - 5/4/0X
========================================
S U M M A R Y
----------------------------------------
Labor (Cost, %)      0.00           0.00
Average Check           2          22.75
Average Guest           3          15.17
Average Time                    4:36:03
Voids                   0           0.00
Discounts               0           0.00
========================================
S A L E S  A N D  T A X E S
----------------------------------------
Liquor                  1           5.00
Food                    6          40.50
----------------------------------------
Total                   7          45.50
To Go                               1.24
----------------------------------------
Subtotal                           46.74
Inclusive Tax                       0.00
Subtotal Disc.                      0.00
----------------------------------------
Net Sales                          46.74
Sales Tax                           3.34
----------------------------------------
Total Tax                           3.34
----------------------------------------
Total Sales                        50.08
Paid Outs                           0.00
Paid Ins                            0.00
CC Tip Fee                          0.00
Refunds                             0.00
========================================
```

TOTAL ACCOUNTABLE 50.08

P A Y M E N T S S U M M A R Y

Gross Cash	0	0.00
Paid Outs	0	0.00
CC Tip Fee		0.00
Tips Paid Out		0.00
Net Cash		0.00
Master Card	0	0.00
Visa	0	0.00
Amex	0	0.00
Discover	0	0.00
Gift Cartificat	0	0.00
Check	0	0.00
Diners Club	0	0.00
MC Visa	0	0.00
Gift Card	0	0.00
TOTAL PAYMENTS		0.00

P A Y M E N T S D E T A I L

Payment	Amount	Tip	Total
Master Card	0.00	0.00	0.00
Visa	0.00	0.00	0.00
Amex	0.00	0.00	0.00
Discover	0.00	0.00	0.00
Gift Cartif	0.00	0.00	0.00
Check	0.00	0.00	0.00
Diners Club	0.00	0.00	0.00
MC Visa	0.00	0.00	0.00
Gift Card	0.00	0.00	0.00

O P E N C H E C K S

Server	Chk #	Total	Balance
TOGO T.	1	28.14	28.14
SANTIAGO A.	2	21.94	21.94
Total		50.08	50.08

M I S S I N G T I P S

NO MISSING TIPS

P A I D O U T S

P A I D I N S

D R O P S

D R A W E R O P E N S

O P E N L O G I N S

Name		Time	Date
Server	(2)		
Martin S.		10:53	05/01
Abel A.		11:25	05/01
Manager	(3)		
Espie		11:52	05/01
Alfredo		09:36	05/01
Rosaura D.		09:02	05/01
Busboy	(2)		
Estuardo M.		09:54	05/01
Roberto C.		09:54	05/01
Cook	(1)		

```
  Simon R.        14:55 05/01
To GO           (1)
  TOGO            11:29 05/01
Prep Cook       (1)
  Ninfa B.        15:25 05/01
```

Figure x.x – Summary Section Fields

Field	Description
Labor (Cost, %)	The dollar amount and percentage the labor cost is at for the selected time period.
Average Check	The number of checks and the dollar amount of the average check.
Average Guest	The number of guests and the average dollar amount for each guest.
Average Time	The average time a check was opened.
Average Beverage	The number of beverages divided by the number of guests.
Voids	The number of Voids and the total dollar amount of the Voids.
No Sale Count	The number of No Sale Counts. **Note:** The No Sale Count is included if a Time Card has been specified or if the rep
Error Correct Count	The number of deleted items. Modifiers are not included in this total. **Note:** The Error Correct Count is included if configured to print at checkout.
Drawer Opens	If the "Drawer Section" is printed on the report then the number of Drawer Opens long than "X" seconds is printed.
Discounts	The number of Discounts and the dollar amount of each Discount is displayed.
Refunds	The number of Refunds and the total dollar amount of Refunds.

Figure x.x – Sales and Tax Section Fields

Field	Description
Report Group Units and Sales	The Report Group name, units sold and dollar amount will be displayed.
Order Type Charges	The Order Type Charge name, number and dollar amount will be displayed. **Note:** Item discounts that reduce Orde
Total	The total amount of the Report Group units and sales.
Subtotal	The Subtotal equals the total Report Group sales plus the total Order Type Charges.
Inclusive Tax	The total amount of Inclusive Tax
Subtotal Discounts	The total amount of Subtotal Discounts.
Net Sales	The Net Sales of the time period selected.
Taxes	The name and amount of each Tax used.
Total Tax	The total of Inclusive and Exclusive Tax.
Total Sales	Total Sales equals Net Sales plus Total Tax.
Paid Outs	The total of all Paid Outs.
Paid Ins	The total of all Paid Ins.
Gift Cards	The total of all Gift Cards.

CC Tip Fee	The Tip Fees of Payments that the employee is accountable.
Retained Tips	If the "Tips" option is set to "Retain Tips" then all non cash tips are retained and do not reduce cash.
Retained Tip Pool	The total of all Tip Pools that have the "Turn In" option on. If a Time Card has been specified and the "Retained Tip displayed and is added to the Total Accountable and Total Payments totals.
Drops	The total dollar amount of all Drops.
Refunds	Refunds on payments that the employee is accountable.
Total Accountable	Total Accountable equals Total Sales minus Paid Outs plus Paid Ins minus Drops plus Retained Tips plus the CC Tip

Figure x.x – Payment Section Fields

Field	Description
Gross Cash	The number of cash payments and the total amount of cash collected from all payments minus cash tips minus ch
Paid Outs	The number of Paid Outs and the total dollar amount of the Paid Outs is displayed.
Advances	The total dollar amount of all Advances is displayed.
Drops	The total dollar amount of all Drops is displayed.
CC Tip Fee	The Tip Fee on tips of Payments that the employee is accountable is displayed.
Tips Paid Out	If the "Tips" option is set to "Pay out all tips" then all tips on non cash payments are paid out. If the "Tips" option reduce cash. If the "Tips" option is set to "Use Manual Tip Outs" then only the tip outs entered via the "Tip out" c
Retained Tip Pool	The total dollar amount of the Retained Tip Pool is displayed.
Net Cash	Gross cash minus paid outs, minus advances, minus drops, plus CC tip fee, minus tips paid out, plus retained tip p
Non Cash Payments	The name of the Payment, number of times the Payment was used and the total dollar amount of the Payment pl

Note: The Gratuity Section is only displayed if a Time Card has been specified
Figure x.x – Gratuities Sections Fields

Field	Description
Declared Tips	The tips the user declared when they clock out.
Tipped Sales	The total of all Order Type Sales that are tipped as well as the Order Type Charges for those sales. Discounts do Sales.
Tip % of Tipped Sales	The tip reporting % defined in Focus Setup is multiplied by Tipped Sales.
Cash Tips	The tips entered on cash Payments that the employee has earned.
Charge Tips	The tips entered on all non cash Payments that the employee has earned.
CC Tip Fee	The Tip Fee on all tips that the employee has earned.
Net Charge Tips	Charge tips minus CC Tip Fee.
Tips Owed by Me	The tips I owe to other employees are printed. The tips are net of the CC Tip Fee.
Tips Owed to Me	The tips that are owed to me by other employees. The tips are net of the CC Tip Fee.

Note: The option "Include Cash Payments in Detail" must be on for the cash Payments to appear.
Figure x.x – Detailed Payment Section Fields

Field	Description
Cash Chk #	The check number for the Payment.
Amount	The amount of the Payment.
Tip	The tip amount for the Payment.
Total	The Amount plus Tip.
Declared Cash	The amount of cash declared is displayed.
Net Cash	The amount of cash that should be accountable.
Starting Bank	The amount of the Starting Bank.
Over/Short	Subtract the Net Cash and Starting Bank from the Declared Cash.

Figure x.x – Open Checks Section Fields

Field	Description
Name	The employee name who has the Open Check is displayed.
Check Number	The Check Number of the Open Check is displayed.
Total	The Total amount of the Open Check is displayed.
Remaining Balance	The Remaining Balance of the Open Check is displayed.

Note: Each individual Paid Out is listed.
Figure x.x – Paid Outs Section Fields

Field	Description
Name	The name of the Paid Out is displayed.
Invoice Number	The Invoice Number of the Paid Out is displayed.
Amount	The Amount of the Paid Out is displayed.

Note: Each individual Paid In is listed. All gift cards are displayed as well.
Figure x.x – Paid Ins Section Fields

Field	Description
Name	The name for the Paid In is displayed.
Amount	The Amount of the Paid In is displayed.
Voided Paid Ins	If a paidin is voided then the original paidin is printed with the voided instance appearing immediately beneath it.

Note: The tip pool section is only displayed if the report is filtered by time card.
Figure x.x – Tip Pool Section Fields

Field	Description
Name	The name of the Tip Pool is displayed.
Amount	The amount of the Tip Pool is displayed.

Note: If an employee is selected then this section is not printed. Accessible jobs are used to determine the punches that get displayed if the report is not ran via an event.

Figure x.x – Open Clocks Section

Field	Description
Job	The Job name for the employees on the clock. The number of employees on the clock for each job is printed besi
Name	The employee's Nickname.

Note: Displays in the Summary Section.

Figure x.x – Labor Percentage Section

Field	Description
Labor (Cost, %)	The dollar amount and percentage the labor cost is at for the selected time period.

Figure x.x – Missing Tips Section

Field	Description
Name	The name of the employee who has a Missing Tip.
Check Number	The Check Number of the Payment with a Missing Tip.
Amount	The Amount of the Check Total with the Missing Tip.

Figure x.x – Retained Tips Section

Field	Description
Retained Tips	If the "Pay tips out" option is set to "Retain tips" then all non cash tips are retained and do not reduce cash.

Figure x.x – Drops Section

Field	Description
Name	The employee the Drop was assigned is displayed.
Amount	The Amount of the Drop is displayed.

Figure x.x – Open Drawer Section

Field	Description
Name	The employee name that opened the drawer longer than the specified "X" number of seconds.
Time	The time the drawer was opened longer than the specified "X" number of seconds.

Figure x.x – Include Cash Payments in Detail Section

The option "Include cash payments in detail" must be on for the cash payments to appear in the Payment Detail Section.

Note: If the report has been configured to print the Inventory Counts and the report is NOT for an employee and it IS for a single day then the Inventory Count Section is included on the report.

Figure x.x – Inventory Section

Field	Description

Item	The name of the Item is displayed.
Beg Qty	The beginning quantity of the Item is displayed.
Add Qty	The quantity added during the shift is displayed.
End Qty	The ending quantity of the Item is displayed.
Qty Used	The quantity used during the shift is displayed. Calculated by Beg Qty plus Add Qty minus End Qty.
Qty Sold	The quantity sold during the shift is displayed.
Over/Short	The quantity Over/Short during the shift is displayed. Calculated by Qty Used minus Qty Sold.

Related Topics (none)

[TOP]

12.3.1.2 Attendance Report

Purpose
The Attendance Report displays employee's Attendance based on the Jobs configured in the setup.

Accessing the Attendance Report Options
While in Focus Setup, select Reports > Setup and then select the Attendance Report.

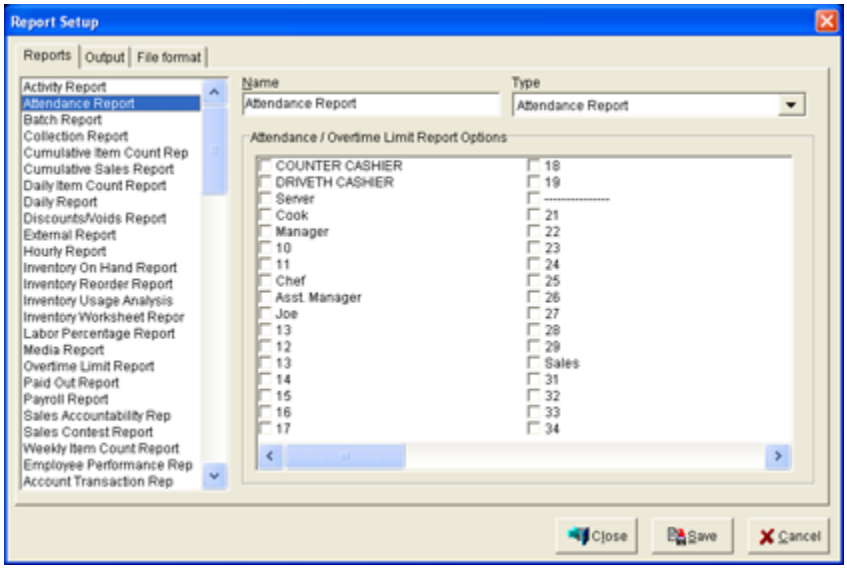


Figure x.x Attendance Report Options

Option	Description
Attendance/Overtime Limit Report Options	Select the jobs that are to be included in the Labor percentage report.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.2.1 Sample Attendance Report

Purpose
A sample Attendance Report and description of the fields are shown below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Attendance Report

Focus Cafe

Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM Page 1

Employee	Job	Time In	Time Out	Date In	Date Out	Hours	Breaks	Tipped Sales	8.00% Sales	Charge Tips	Declared Tips
Carlos R.	To GO	13:52	15:53	4/28	4/28	2.02	0.00	0.00	0.00	0.00	0.00
Carlos R.	To GO	16:36	22:41	4/28	4/28	6.08	0.00	0.00	0.00	0.00	0.00
Carlos R.	Busboy	13:57	21:27	4/28	4/28	7.50	0.00	0.00	0.00	0.00	0.00
E Carlos R.	Busboy	13:55	23:00	4/28	4/28	8.08	1.00	0.00	0.00	0.00	0.00
E Francisco	Server	16:51	22:30	4/28	4/28	5.65	0.00	0.00	0.00	0.00	0.00
Francisco	Server	16:55	23:34	4/28	4/28	6.65	0.00	0.00	0.00	0.00	0.00
Francisco	Cook	16:56	23:22	4/28	4/28	6.43	0.00	0.00	0.00	0.00	0.00
Francisco	Hostess	16:51	22:35	4/28	4/28	5.73	0.00	0.00	0.00	0.00	0.00
E Francisco	Busboy	16:57	22:00	4/28	4/28	5.05	0.00	0.00	0.00	0.00	0.00
Francisco	Busboy	16:53	23:27	4/28	4/28	6.57	0.00	0.00	0.00	0.00	0.00
Guicho	Server	9:52	14:55	4/28	4/28	5.05	0.00	0.00	0.00	0.00	0.00
E Guicho	Server	16:53	22:45	4/28	4/28	5.87	0.00	0.00	0.00	0.00	0.00
Guicho	Busboy	16:50	23:38	4/28	4/28	6.80	0.00	0.00	0.00	0.00	0.00
D Guicho	Server	16:50	23:11	4/28	4/28			0.00	0.00	0.00	0.00
E Guicho	Server	16:51	22:30	4/28	4/28	5.65	0.00	0.00	0.00	0.00	0.00
E Guicho	Server	16:58	21:20	4/28	4/28	4.37	0.00	0.00	0.00	0.00	0.00
E Hugo .	Server	10:51	22:03	4/28	4/28	10.20	1.00	0.00	0.00	0.00	0.25
Juan Ramir	Server	16:58	23:49	4/28	4/28	6.85	0.00	0.00	0.00	0.00	0.00
Juan Ramir	Dishwasher	16:59	23:26	4/28	4/28	6.45	0.00	0.00	0.00	0.00	0.00
E Juan Ramir	Server	17:13	22:00	4/28	4/28	4.78	0.00	0.00	0.00	0.00	0.00
Juan Ramir	Cook	16:58	23:26	4/28	4/28	6.47	0.00	0.00	0.00	0.00	0.00
Juan Ramir	Cook	17:03	23:25	4/28	4/28	6.37	0.00	0.00	0.00	0.00	0.00
Juan Ramir	Busboy	16:59	23:10	4/28	4/28	6.18	0.00	0.00	0.00	0.00	0.00
Juan Ramir	Busboy	16:59	23:28	4/28	4/28	6.48	0.00	0.00	0.00	0.00	0.00

0.00 0.00
Kristina G Cook 9:52 13:09 4/28 4/28 3.28 0.00 0.00 0.00
0.00 0.00
Kristina G Cook 15:01 23:26 4/28 4/28 8.42 0.00 0.00 0.00
0.00 0.00
Kristina G Dishwasher 9:58 15:05 4/28 4/28 5.12 0.00 0.00 0.00
0.00 0.00
Kristina G Busboy 10:00 16:03 4/28 4/28 6.05 0.00 0.00 0.00
0.00 0.00
Kristina G Busboy 16:23 22:00 4/28 4/28 5.62 0.00 0.00 0.00
0.00 0.00
Kristina G Hostess 16:05 20:31 4/28 4/28 4.43 0.00 0.00 0.00
0.00 0.00
Kristina G Busboy 9:55 14:04 4/28 4/28 4.15 0.00 0.00 0.00
0.00 0.00
E Maricruz A Server 14:03 22:56 4/28 4/28 7.88 1.00 0.00 0.00
0.00 0.00
Maricruz A Cook 14:59 23:20 4/28 4/28 8.35 0.00 0.00 0.00
0.00 0.00
E Maricruz A Busboy 14:14 22:50 4/28 4/28 7.60 1.00 0.00 0.00
0.00 0.00
Maricruz A Dishwasher 15:00 23:27 4/28 4/28 8.45 0.00 0.00 0.00
0.00 0.00
O Maricruz A Busboy 14:04 21:00 4/28 4/28 6.93 0.00 0.00 0.00
0.00 0.00
Maricruz A Prep Cook 14:58 22:53 4/28 4/28 7.92 0.00 0.00 0.00
0.00 0.00
Maricruz A Hostess 14:53 23:02 4/28 4/28 8.15 0.00 0.00 0.00
0.00 0.00
E Nora R. Server 11:13 21:44 4/28 4/28 9.52 1.00 0.00 0.00
0.00 0.00
Nora R. Server 11:13 21:58 4/28 4/28 10.75 0.00 0.00 0.00
0.00 0.00
E Nora R. Busboy 11:10 14:04 4/28 4/28 2.90 0.00 0.00 0.00
0.00 0.00
E Omron T. Server 10:53 22:50 4/28 4/28 10.95 1.00 0.00 0.00
0.00 0.00
Omron T. Server 10:54 14:33 4/28 4/28 3.65 0.00 0.00 0.00
0.00 0.00
Omron T. Server 10:55 11:00 4/28 4/28 0.08 0.00 0.00 0.00
0.00 0.00
Omron T. Hostess 11:04 16:58 4/28 4/28 5.90 0.00 0.00 0.00
0.00 0.00
Omron T. Hostess 11:04 15:04 4/28 4/28 4.00 0.00 0.00 0.00
0.00 0.00
Omron T. Busboy 10:54 14:06 4/28 4/28 3.20 0.00 0.00 0.00
0.00 0.00
Roberto H. Dishwasher 9:09 15:08 4/28 4/28 5.98 0.00 0.00 0.00
0.00 0.00
D Roberto H. Server 9:59 14:27 4/28 4/28 0.00 0.00
0.00 0.00
Roberto H. Cook 9:51 13:09 4/28 4/28 3.30 0.00 0.00 0.00
0.00 0.00
Roberto H. Cook 9:05 15:11 4/28 4/28 6.10 0.00 0.00 0.00
0.00 0.00
Roberto H. Prep Cook 9:50 15:01 4/28 4/28 5.18 0.00 0.00 0.00
0.00 0.00
Roberto H. Busboy 9:50 13:06 4/28 4/28 3.27 0.00 0.00 0.00
0.00 0.00
E Roberto H. Server 9:53 14:37 4/28 4/28 4.73 0.00 0.00 0.00
0.00 0.00
Focus Cafe

		Time	Time	Date	Date			Tipped	8.00%	Charge	Declared
Employee	Job	In	Out	In	Out	Hours	Breaks	Sales	Sales	Tips	Tips

```
  Roberto H. Cook         9:04 15:07  4/28  4/28   6.05   0.00     0.00    0.00
0.00     0.00
  Roberto H. Prep Cook    9:34 15:26  4/28  4/28   5.87   0.00     0.00    0.00
0.00     0.00
  Roberto H. Busboy       9:50 13:06  4/28  4/28   3.27   0.00     0.00    0.00
0.00     0.00
  Roberto H. Prep Cook    9:05 15:06  4/28  4/28   6.02   0.00     0.00    0.00
0.00     0.00
O hector d.  Manager     10:00  4:00  4/28  4/29  18.00   0.00     0.00    0.00
0.00     0.00
E hector d.  Bartender   10:33 21:30  4/28  4/28   9.95   1.00     0.00    0.00
0.00     0.00
D hector d.  Busboy      10:50 11:11  4/28  4/28                   0.00    0.00
0.00     0.00
E hector d.  Busboy      10:58 16:38  4/28  4/28   5.67   0.00     0.00    0.00
0.00     0.00
  hector d.  Hostess     10:51 14:01  4/28  4/28   3.17   0.00     0.00    0.00
0.00     0.00
-------------------------------------------------------------------------------------
---------
Totals                                          371.14   7.00     0.00    0.00
0.00     0.25
=====================================================================================
=========

A = Add, E = Edit, D = Delete, O = Automatic clockout at close day
```

Figure x.x Attendance Report Fields

Option	Description	
Date Range	A Date Range may be specified to accumulate the report over multiple business dates. The dates default to the current business date. The payroll cut off time is used in conjunction with the start and end date to filter time records.	
Revenue Center	The Time Card records are filtered by Revenue Center, not the individual check.	
Job	The Job the employee worked for the shift.	
Employee	The Nickname of the employee.	
Status	**O**	An 'O' appears next to the time records that have been clocked out automatically at close day.
	A	An 'A' appears next to the time records that have been added.
	E	An 'E' appears next to the time records that have been edited.
	D	A 'D' appears next to the time records that have been deleted.
Time In	The clock in time.	
Time Out	The clock out time.	
Date In	The date the employee clocked in.	
Date Out	The date the employee clocked out.	
Hours	The number of hours the employee worked. The number of hours is represented in hundredths of an hour (i.e., 2 hours and 30 minutes is represented as 2.5 hours).	
Breaks	The amount of time the employee was on break. The number of hours is represented in hundredths of an hour (i.e., 2 hours and 30 minutes is represented as 2.5 hours).	

Break In and Out Times	The time the employee went on break and came off break is displayed for each break.
Tipped Sales	The amount of Tipped Sales for the employee.
% of Tipped Sales	The tip reporting % multiplied by Tipped Sales.
Net Charge Tips	Tips on credit card and account Payments minus the Tip Fee on those Payments.
Declared Tips	The tips the employee declared when they clocked out.
Total Hours	The total hours worked for each employee are accumulated.
Legend	The legend for the aforementioned status is displayed.

Related Topics (none)

[TOP]

12.3.1.3 Batch Report

Purpose
The Batch Report displays the credit card transactions that have been processed and settled.

Accessing the Batch Report Options
While in Focus Setup, select Reports > Setup and then select the Batch Report.

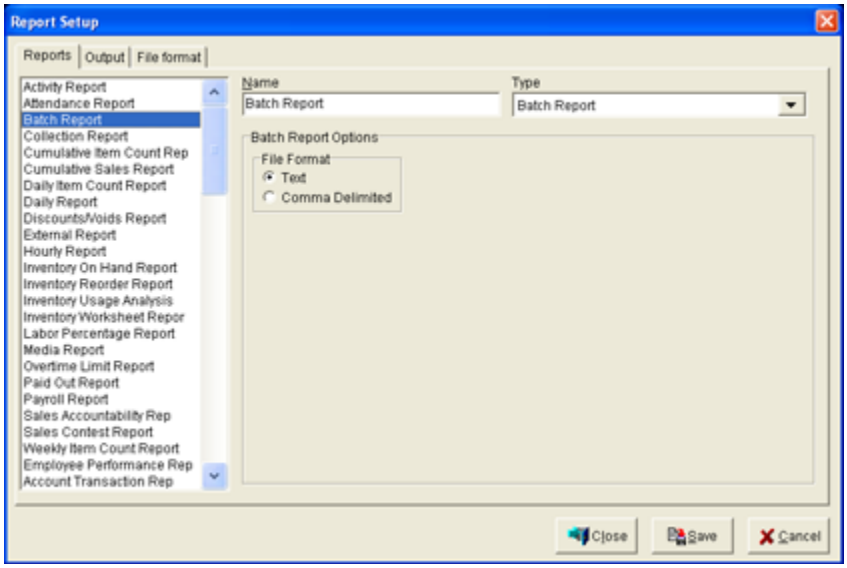


Figure x.x Batch Report Options

Option	Description	
File Format	**Text**	Used for viewing and printing the report.
	Comma Delimited	Used to export the information to a comma delimited value.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.3.1 Sample Batch Report

Purpose
A sample Batch Report and description of the fields are shown below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Batch Report

Focus Cafe
Batch Report for 4/5/200X at 4/5/200X 3:49:11 PM Page 1

Account	Exp. Date	Approval	Amount	Tip	Total	Chk #
Amex						
371328XXXXX2008	08/10	586054	52.57	10.00	62.57	220
371381XXXXX1006	03/10	568819	7.42	2.58	10.00	53
371543XXXXX1052	03/09	580596	32.97	8.00	40.97	237
371573XXXXX2003	06/08	501446	13.31	3.00	16.31	11
371700XXXXX1009	11/10	581345	18.24	3.76	22.00	110
371715XXXXX1000	03/08	565970	15.80	3.00	18.80	5
371715XXXXX1001	08/08	522740	72.74	20.00	92.74	158
371726XXXXX1002	01/09	502499	44.87	8.00	52.87	167
372340XXXXX1015	05/07	542998	47.25	7.00	54.25	251
372347XXXXX1001	09/10	564657	6.66	1.04	7.70	52
372350XXXXX2009	08/10	533743	35.51	6.00	41.51	29
372378XXXXX1008	06/08	563780	50.24	7.00	57.24	324
372781XXXXX1008	09/10	501108	19.05	2.95	22.00	176
372792XXXXX1003	07/08	554529	25.11	7.00	32.11	253
372800XXXXX4004	06/08	513272	26.79	5.50	32.29	225
372820XXXXX2002	05/08	586215	30.32	0.00	30.32	248
372830XXXXX3006	02/11	572434	16.38	2.50	18.88	226
372833XXXXX1013	02/08	568139	4.50	1.00	5.50	223
372833XXXXX1013	02/08	522974	26.66	0.00	26.66	255
372859XXXXX1010	08/09	526825	42.14	8.86	51.00	311
373180XXXXX3011	05/10	503436	43.30	8.00	51.30	299
373962XXXXX1001	01/08	131124	51.86	8.00	59.86	265
378268XXXXX8008	08/07	544757	55.70	8.00	63.70	199
378292XXXXX2111	06/10	565874	13.12	3.00	16.12	242
378367XXXXX5005	03/09	524368	12.18	2.50	14.68	65
378765XXXXX7004	09/10	548071	16.78	3.50	20.28	49
378766XXXXX1009	12/10	566031	46.34	8.00	54.34	302
379017XXXXX4141	05/08	583244	19.05	5.00	24.05	150
Total			846.86	153.19	1000.05	
Visa						
400344XXXXXX9669	07/10	00223B	6.66	1.00	7.66	36
401174XXXXXX4830	06/08	605251	19.76	3.00	22.76	87
402411XXXXXX8112	02/09	02591B	139.85	0.00	139.85	290
403995XXXXXX7089	07/09	000082	7.63	2.00	9.63	3
404615XXXXXX5046	02/10	037749	47.91	4.00	51.91	329
406315XXXXXX8449	06/08	607305	37.16	7.00	44.16	279
408161XXXXXX6778	08/07	084913	38.51	6.00	44.51	159
411507XXXXXX8801	05/09	077787	16.78	2.50	19.28	67
412092XXXXXX1022	10/08	016795	24.35	5.00	29.35	250
414709XXXXXX6287	06/10	00687C	33.72	5.00	38.72	270
415433XXXXXX4420	09/07	005606	24.52	5.00	29.52	192
415710XXXXXX9581	08/08	005010	25.22	5.00	30.22	37
415726XXXXXX4137	01/09	079340	71.00	14.00	85.00	212
415726XXXXXX5146	10/09	177840	20.57	5.00	25.57	114
415726XXXXXX6427	02/10	914010	6.50	1.00	7.50	291
415726XXXXXX6427	02/10	061150	41.16	8.94	50.10	297

Account	Exp. Date	Approval	Amount	Tip	Total	Chk #
415726XXXXXX6734	06/09	271880	23.11	8.00	31.11	152
421764XXXXXX8620	05/10	016325	40.46	5.00	45.46	164
422847XXXXXX1143	06/08	024048	8.50	5.50	14.00	339
422847XXXXXX6729	01/09	014392	42.48	7.00	49.48	281
424631XXXXXX7790	06/08	006040	103.79	15.00	118.79	314
424631XXXXXX7876	01/09	040508	16.80	2.50	19.30	10

Account	Exp. Date	Approval	Amount	Tip	Total	Chk #
426684XXXXXX0428	08/08	00545A	61.52	15.00	76.52	296
426684XXXXXX4334	10/08	00047B	6.66	1.00	7.66	36
426684XXXXXX4550	12/07	00324B	12.92	1.08	14.00	142
426684XXXXXX6961	07/07	07533B	24.41	5.00	29.41	272
426688XXXXXX6733	12/09	07109B	12.50	1.00	13.50	160
426690XXXXXX5757	12/08	01078B	20.57	2.00	22.57	86
427178XXXXXX0479	02/09	008918	32.11	7.00	39.11	183
427178XXXXXX0509	11/09	098740	28.04	4.00	32.04	175
427178XXXXXX4586	01/09	030797	20.78	3.00	23.78	33
427179XXXXXX6351	10/08	204971	19.59	3.00	22.59	122
429475XXXXXX8937	03/09	051805	26.63	3.37	30.00	228
432371XXXXXX1003	08/07	741975	31.50	2.00	33.50	54
432374XXXXXX0013	10/07	069807	14.99	2.51	17.50	42
432374XXXXXX0407	05/07	912021	16.20	0.00	16.20	222
432374XXXXXX0807	01/08	796212	35.61	3.00	38.61	68
432374XXXXXX3029	08/08	214432	15.67	3.00	18.67	209
432374XXXXXX3202	08/08	904426	19.81	3.19	23.00	161
432374XXXXXX3308	02/08	001427	26.63	4.00	30.63	260
432374XXXXXX3902	06/07	257436	27.33	5.00	32.33	232
432374XXXXXX4017	04/07	811651	16.78	3.22	20.00	90
432374XXXXXX4102	07/09	062494	16.78	2.00	18.78	45
432374XXXXXX4912	01/09	064543	17.00	0.00	17.00	80
432374XXXXXX6400	01/10	982121	33.58	8.00	41.58	207
432374XXXXXX6502	01/08	255036	20.71	3.00	23.71	197
432374XXXXXX8519	01/08	740911	18.68	0.00	18.68	23
432374XXXXXX9038	02/09	081327	12.43	2.57	15.00	101
432374XXXXXX9820	01/08	311131	34.69	6.00	40.69	315
432626XXXXXX1125	02/11	125268	40.70	8.00	48.70	157
432881XXXXXX6305	05/09	074579	27.44	5.00	32.44	233
433993XXXXXX8422	04/08	057202	19.21	4.00	23.21	289
435237XXXXXX0732	07/09	042710	30.42	4.58	35.00	97
435272XXXXXX9938	07/10	141538	64.90	10.00	74.90	241
435603XXXXXX0243	12/10	104603	19.10	3.90	23.00	256
435603XXXXXX0386	03/09	155210	20.97	4.00	24.97	191
435603XXXXXX0790	10/09	181778	16.78	3.22	20.00	38
435603XXXXXX1025	12/09	175359	28.78	4.00	32.78	125
435603XXXXXX1944	02/11	165476	4.00	0.60	4.60	343
435603XXXXXX1944	02/11	160572	38.59	5.79	44.38	287
435603XXXXXX2342	09/09	193920	22.42	2.00	24.42	252
435603XXXXXX2520	02/11	101876	23.99	5.00	28.99	217
435603XXXXXX2547	02/11	115319	18.67	3.00	21.67	178
435603XXXXXX2708	02/11	120972	34.86	4.00	38.86	325
435603XXXXXX3316	03/11	141506	24.35	0.00	24.35	339
435603XXXXXX3896	02/11	110351	38.33	8.67	47.00	336
435603XXXXXX4071	12/07	144570	29.12	4.00	33.12	293
435603XXXXXX4142	12/09	175181	8.39	2.00	10.39	12
435603XXXXXX4916	09/09	103815	20.92	3.00	23.92	317
435603XXXXXX5791	05/10	193969	17.92	3.00	20.92	148
435603XXXXXX7302	04/09	135627	6.97	0.00	6.97	14
435603XXXXXX8328	11/10	175990	24.09	4.00	28.09	341
435603XXXXXX8823	10/08	131458	8.47	10.00	18.47	161
435603XXXXXX9464	03/09	134456	26.61	4.50	31.11	292
435686XXXXXX8607	10/08	150750	42.21	6.00	48.21	273
435687XXXXXX2872	08/07	192489	20.63	5.37	26.00	124
435760XXXXXX3175	03/10	185163	24.63	5.00	29.63	30

Account	Exp. Date	Approval	Amount	Tip	Total	Chk #

436678XXXXXX6340	03/08	916420	37.78	3.00	40.78	103
436718XXXXXX8829	03/09	007338	25.17	4.50	29.67	15
441103XXXXXX9940	08/09	022821	29.06	3.94	33.00	261
441105XXXXXX1874	05/08	050820	20.46	3.00	23.46	204
441105XXXXXX2512	03/10	093321	32.58	8.00	40.58	263
441105XXXXXX2746	09/08	025322	80.36	8.00	88.36	310
441105XXXXXX6337	05/08	093713	15.16	4.00	19.16	47
441105XXXXXX7489	07/08	081213	15.80	2.00	17.80	24
442048XXXXXX1889	09/09	005969	23.22	4.00	27.22	332
442644XXXXXX5822	09/08	00554B	5.94	0.00	5.94	23
442710XXXXXX4739	06/08	03527A	9.20	1.50	10.70	328
442756XXXXXX2547	11/09	085820	19.04	4.00	23.04	142
444796XXXXXX2034	01/09	005990	24.33	2.67	27.00	321
446542XXXXXX1111	08/09	00570A	26.91	5.00	31.91	238
446542XXXXXX8708	01/10	00503A	14.83	0.00	14.83	100
447669XXXXXX7050	01/09	177980	41.19	5.00	46.19	327
461046XXXXXX1569	11/08	001314	17.86	4.00	21.86	79
461046XXXXXX2691	02/10	042721	23.06	3.00	26.06	261
461046XXXXXX3283	08/09	080622	37.21	6.00	43.21	303
461046XXXXXX6471	05/09	062915	29.55	0.00	29.55	109
461046XXXXXX6946	09/08	064418	5.25	1.00	6.25	151
461046XXXXXX9643	08/09	012715	6.66	1.34	8.00	111
463158XXXXXX0186	06/07	502383	21.00	4.00	25.00	201
463158XXXXXX1654	09/09	175854	17.75	5.00	22.75	28
463572XXXXXX0898	02/09	164879	17.77	4.00	21.77	48
463572XXXXXX9329	02/09	182508	18.40	0.00	18.40	274
474472XXXXXX0479	10/09	134482	16.16	3.00	19.16	185
474472XXXXXX1105	04/09	152723	10.55	6.00	16.55	276
474472XXXXXX3060	09/09	185167	37.41	25.00	62.41	194
474472XXXXXX3894	10/08	161533	14.23	3.00	17.23	127
474472XXXXXX4759	07/09	165267	36.10	4.00	40.10	27
474472XXXXXX4916	07/08	172084	21.70	4.00	25.70	219
474472XXXXXX6302	06/09	170656	15.80	3.20	19.00	78
474472XXXXXX6783	08/10	100578	25.37	5.00	30.37	216
474472XXXXXX7643	04/09	151698	26.62	0.00	26.62	182
474476XXXXXX9900	02/11	154046	5.68	1.00	6.68	62
477748XXXXXX4614	12/08	107169	32.80	4.00	36.80	190
477748XXXXXX7437	10/07	107837	21.11	0.00	21.11	243
479347XXXXXX5290	12/08	017811	41.89	5.00	46.89	318
479511XXXXXX8912	06/07	000681	18.72	4.00	22.72	178
480801XXXXXX0720	10/08	054954	22.31	5.00	27.31	102
482890XXXXXX0018	12/10	373880	12.34	2.66	15.00	46
482890XXXXXX6015	01/11	345652	25.85	3.50	29.35	129
484719XXXXXX4153	12/08	013247	26.05	12.00	38.05	172
486830XXXXXX0208	10/08	970460	48.16	7.00	55.16	298
486830XXXXXX4902	01/09	308428	25.22	4.78	30.00	308
486830XXXXXX6908	11/08	228167	33.75	0.00	33.75	154
486830XXXXXX7001	10/09	264532	56.97	5.00	61.97	245
486830XXXXXX7007	09/09	832382	10.12	3.12	13.24	112
488893XXXXXX5927	02/10	00523A	31.41	5.00	36.41	288
488893XXXXXX6712	03/10	02547A	18.29	2.75	21.04	39
491992XXXXXX8816	10/08	247029	35.34	10.00	45.34	189
Total			3409.52	547.97	3957.49	

Account	Exp. Date	Approval	Amount	Tip	Total	Chk #
MC						
510392XXXXXX5915	06/08	902109	29.09	5.00	34.09	325
511425XXXXXX1215	02/11	021414	22.57	5.00	27.57	75
511425XXXXXX5019	03/10	044414	14.83	2.50	17.33	92
511425XXXXXX8813	01/11	015212	11.95	0.00	11.95	14
514021XXXXXX6227	12/07	074618	6.66	2.34	9.00	71
514616XXXXXX1195	12/07	29C382	18.52	6.00	24.52	142
514616XXXXXX2872	03/10	19665F	66.63	0.00	66.63	295
514616XXXXXX3696	03/09	23E4D8	21.11	0.00	21.11	168
514616XXXXXX4276	11/09	DABE62	8.39	2.00	10.39	6
514616XXXXXX8595	10/07	9BD0AF	40.50	8.00	48.50	196

514756XXXXXX0017	10/07	058330	36.26	6.00	42.26	258
514756XXXXXX5016	12/07	034217	23.85	0.00	23.85	322
514798XXXXXX9288	07/09	616421	8.39	2.00	10.39	8
514922XXXXXX2198	07/09	046668	21.60	3.40	25.00	262
517800XXXXXX8932	09/08	005294	18.11	2.00	20.11	321
520001XXXXXX2763	06/09	005647	9.00	3.00	12.00	142
528722XXXXXX1012	06/08	096388	40.46	8.00	48.46	200
528722XXXXXX3010	01/09	025238	13.31	3.00	16.31	57
528722XXXXXX3013	02/08	080590	8.98	0.00	8.98	240
528722XXXXXX4010	04/08	020159	80.50	8.00	88.50	170
528722XXXXXX4013	09/08	010684	21.33	3.50	24.83	96
528722XXXXXX6010	04/08	059164	5.00	1.00	6.00	206
528722XXXXXX6019	11/08	077818	8.39	1.61	10.00	56
528722XXXXXX7015	05/08	027594	7.42	1.00	8.42	64
529149XXXXXX6301	03/11	037925	18.68	2.00	20.68	163
530904XXXXXX1573	11/07	936534	15.59	2.25	17.84	4
532221XXXXXX6015	08/08	044491	17.21	4.00	21.21	126
539620XXXXXX5057	06/09	259830	14.83	2.00	16.83	82
540791XXXXXX1589	04/08	F50266	18.73	2.00	20.73	32
541065XXXXXX2019	04/10	791740	46.01	7.00	53.01	271
542418XXXXXX6468	07/08	490023	43.42	5.00	48.42	304
543805XXXXXX3726	05/08	580988	23.49	5.00	28.49	210
543857XXXXXX0640	08/08	F08660	32.32	5.00	37.32	282
544584XXXXXX7622	10/07	190885	14.83	3.00	17.83	74
545534XXXXXX1610	07/08	804105	14.29	2.00	16.29	22
545534XXXXXX5148	10/09	945517	5.66	1.00	6.66	121
545534XXXXXX6798	05/09	870521	10.39	4.61	15.00	95
545534XXXXXX7977	07/09	163674	24.75	4.00	28.75	193
546616XXXXXX3395	07/10	503556	39.81	6.00	45.81	254
546616XXXXXX5461	08/08	617064	25.11	3.00	28.11	85
546626XXXXXX0231	06/07	094739	19.59	3.00	22.59	171
546626XXXXXX0697	09/08	010080	29.83	5.17	35.00	259
546626XXXXXX5176	08/09	074372	29.71	5.29	35.00	294
546626XXXXXX8981	12/08	072800	17.00	5.00	22.00	142
546651XXXXXX5766	10/09	000427	33.75	6.00	39.75	331
547609XXXXXX5296	10/08	006851	187.87	38.00	225.87	305
547609XXXXXX5296	10/08	088063	39.23	8.00	47.23	344
549035XXXXXX3019	08/07	025186	162.28	20.00	182.28	168
549099XXXXXX0110	10/08	005785	25.40	5.00	30.40	216
549099XXXXXX9564	11/07	005525	53.52	8.00	61.52	273
549104XXXXXX8973	10/08	072320	10.36	0.00	10.36	14
549122XXXXXX7913	06/07	005311	15.00	3.00	18.00	153
549123XXXXXX1318	08/07	005038	46.92	8.00	54.92	275
551606XXXXXX2445	11/08	049260	10.39	2.00	12.39	12

Account	Exp. Date	Approval	Amount	Tip	Total	Chk #
552851XXXXXX9942	04/10	012719	23.90	2.00	25.90	184
558821XXXXXX9442	11/08	016922	98.55	12.00	110.55	211
Total			1711.27	261.67	1972.94	

Disc

601100XXXXXX3350	09/08	005624	8.39	1.00	9.39	52
601100XXXXXX5845	05/09	005814	33.16	0.00	33.16	120
601100XXXXXX6011	03/08	005725	28.20	6.00	34.20	323
601100XXXXXX6026	10/07	005678	31.00	5.00	36.00	125
601100XXXXXX6233	05/08	005536	6.66	1.34	8.00	94
Total			107.41	13.34	120.75	

Grand Total			6075.06	976.17	7051.23	

Batch Number: 1031
Reference Number: 095225838
Settled at: 4/5/200X 10:58:20 PM
File Settled: \\FOCUS\C\FOCUS\batch\0405200X\
Business Date: 04/05/200X

```
Transaction Count: 218
Amount: 7051.23
More Information:
200 Closed 1031 7051.23 218 7051.23 218 095225838
```

Figure x.x – Batch Report Fields

Field	Description
Date	The date of the Batch Report is displayed.
Batch Number	The number for the credit card Batch is displayed.
Date and Time the Batch was Settled	The date and time the Batch was settled is displayed.
Account #	The account number of the credit card is masked and displayed.
Expiration Date	The expiration date of the credit card is displayed.
Approval Code	The Approval Code received from the credit card processor is displayed.
Amount	The Amount the credit card was approved for is displayed.
Tip	The amount of the Tip is displayed.
Total	The Total amount the credit card (Amount plus Tip) is displayed.
Check #	The Check # that the credit card was used is displayed.
Offline Declined Transaction Section	All Offline transactions that were declined are listed.

Related Topics (none)

[TOP]

12.3.1.4 Collection Report

Purpose
The Collection Report allows multiple reports to be processed within one report. If the individual report in the collection is set to 'Screen' then it is printed otherwise the destination is the individual's report destination.

Accessing the Collection Report Options
While in Focus Setup, select Reports > Setup and then select the Collection Report.

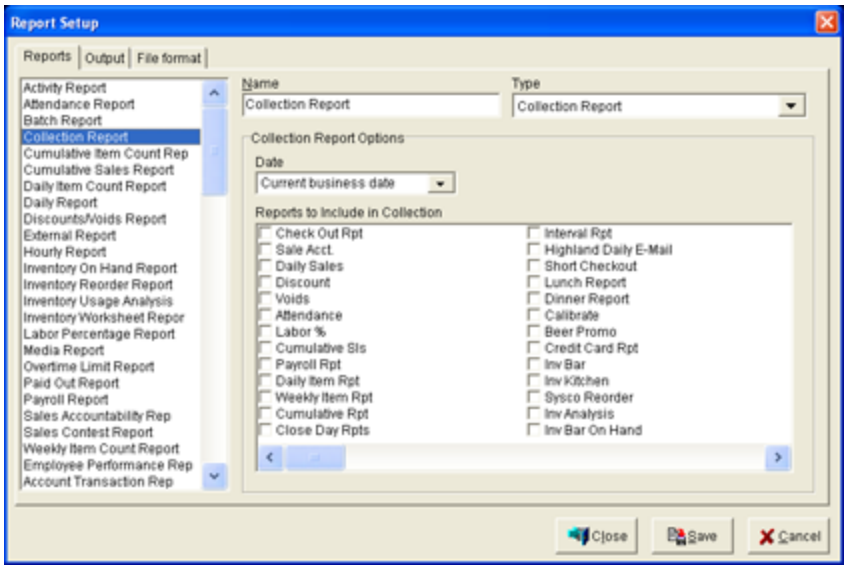


Figure x.x Collection Report Options

Option	Field	Description
Date	**ness Date**	the collection are for the current business date.
	siness Date	the collection are for the previous business date. If a payroll report is in the collection is co default to the previous pay period.
	k	the collection are for the current business week (determined by the current business date)
	ek	the collection are for the previous business week (determined by the current business date
	Period	for the Payroll Report.
	Period	for the Payroll Report.
	th	used for the Daily Report.
	nth	used for the Daily Report.
Reports to Include in Collection	orts to include.	

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.5 Cumulative Item Count Report

Purpose
The Cumulative Item Count Report displays a count of items sold by the Day, Week, Month and Year.

Accessing the Cumulative Item Count Report Options
While in Focus Setup, select Reports > Setup and then select the Cumulative Item Count Report.

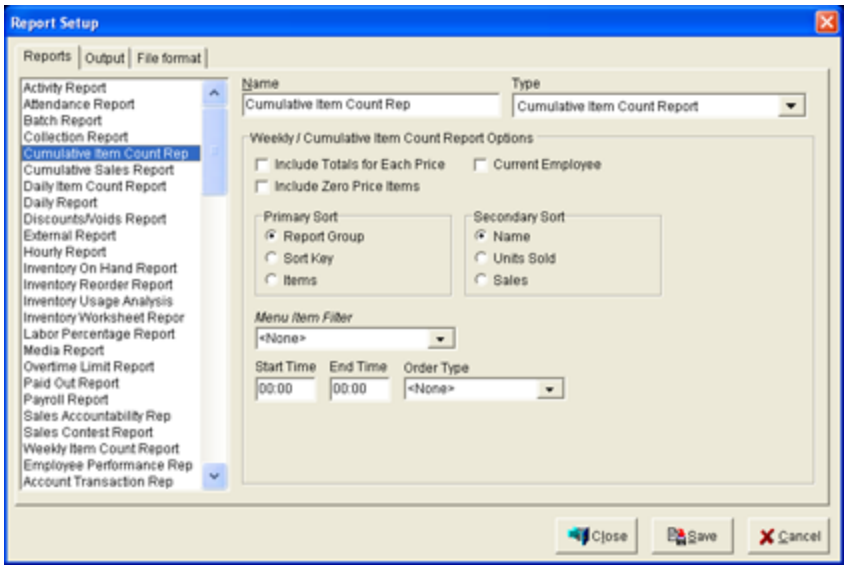


Figure x.x Cumulative Item Count Options

Field	Description	
Name	A unique name for the report.	
Include Totals for Each Price	Select this option if a separate line will be displayed or printed for each price at which the item has been s	
Include Zero Price Items	Select this option if zero priced items and modifiers will be included on the report.	
Current Employee	Select this option to view data from the currently selected employee.	
Primary Sort Options	**Report Group**	Select this option if the report is to be sorted by Report Group.
	Sort Key	Select this option if the report is to be sorted by the Item Sort Code field.
	Item	Select this option if the report data is to be sorted by Menu Item Check Name.
Secondary Sort	**Name**	Select this option to use alphanumeric Item Name as the secondary sort criteria.
	Units Sold	Select this option to use Item Units Sold as the secondary sort criteria.
	Sales	Select this option to use Item Sales Total as the secondary sort criteria.
Menu item Filter	Select the menu item filter that the Cumulative item report is to be used for. Menu Item Filters ate configu	
Start Time	The Start Time you wish to view item sales.	
End Time	The End Time you wish to view item sales.	
Order Type	Select the Order Type you wish to view item sales.	

Related Topics

Job Right 'Reports – Report Setup'

[TOP]

12.3.1.5.1 Sample Cumulative Item Count Report

Purpose
A sample Cumulative Item Count Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Cumulative Item Count Report

Focus Cafe
Cumulative Item Count Rep for 1/1/200X-5/3/200X at 5/21/200X 3:52:37 PM
Page 1

		Day	Week	Month	Year
		---- 05/03/0X ----	04/29/0X - 05/03/0X	05/01/0X - 05/03/0X	01/01/0X - 05/03/0X
		Net	Net	Net	Net
	Price	Units Sales	Units Sales	Units Sales	Units Sales
Liquor					
Bacardi	0.00	0.00 0.00	0.00 0.00	0.00 0.00	70.00 315.00
CORRALEJO S.	10.00	60.00 60.00	10.00 60.00	10.00 60.00	30.00 180.00
AMARETTO	1.00	4.50 4.50	1.00 4.50	1.00 4.50	89.00 400.50
Absolute	0.00	0.00 0.00	0.00 0.00	0.00 0.00	99.00 378.00
Apple Tini	0.00	0.00 0.00	0.00 0.00	0.00 0.00	65.00 357.50
B-52	0.00	0.00 0.00	0.00 0.00	0.00 0.00	7.00 42.00
BIG APPLE MARTINI	0.00	0.00 0.00	1.00 6.50	0.00 0.00	14.00 91.00
Bacardi 151	0.00	0.00 0.00	0.00 0.00	0.00 0.00	26.00 117.00
Bacardi Anejo	0.00	0.00 0.00	0.00 0.00	0.00 0.00	12.00 54.00
Bailey"s	1.00	6.00 6.00	1.00 6.00	1.00 6.00	26.00 144.00
Black Russian	0.00	0.00 0.00	0.00 0.00	0.00 0.00	3.00 18.00
Bldy Mary	0.00	0.00 0.00	0.00 0.00	0.00 0.00	43.00 215.00
Blue Hawaian	0.00	0.00 0.00	0.00 0.00	0.00 0.00	43.00 301.00
Butter Niple	0.00	0.00 0.00	0.00 0.00	0.00 0.00	91.00 546.00
CASADORES REPOSADO	0.00	0.00 0.00	0.00 0.00	0.00 0.00	129.00 762.00
CASRRITAS B.	0.00	0.00 0.00	0.00 0.00	0.00 0.00	28.00 336.00
CAZADORES ANEJO	0.00	0.00 0.00	0.00 0.00	0.00 0.00	69.00 476.00
CAZADORES SILVER	0.00	0.00 0.00	0.00 0.00	0.00 0.00	73.00 435.00
CAZARITA	0.00	0.00 0.00	0.00 0.00	0.00 0.00	1.00 12.00
CHERRY	0.00	0.00 0.00	0.00 0.00	0.00 0.00	2.00 2.00
CORAZON SILVER	0.00	0.00 0.00	0.00 0.00	0.00 0.00	4.00 26.00
CORRALEJO REPOSADO	0.00	0.00 0.00	0.00 0.00	0.00 0.00	12.00 72.00
Centenario	0.00	0.00 0.00	0.00 0.00	0.00 0.00	

```
6.00      42.00|
 Chambord                |     0.00       0.00|     0.00       0.00|     0.00       0.00|
4.00      20.00|
 Chambord marg Jumb      |     0.00       0.00|     0.00       0.00|     0.00       0.00|
44.00     440.00|
 Chivas                  |     0.00       0.00|     4.00      21.00|     0.00       0.00|
165.00     766.50|
 Clamato                 |     0.00       0.00|     0.00       0.00|     0.00       0.00|
31.00     155.00|
 Cocaine                 |     0.00       0.00|     2.00      15.00|     0.00       0.00|
18.00     135.00|
 Cointreau               |     0.00       0.00|     0.00       0.00|     0.00       0.00|
3.00      13.50|
 Conmemorativo           |     0.00       0.00|     0.00       0.00|     0.00       0.00|
3.00      14.25|
 Courvoisier             |     0.00       0.00|     0.00       0.00|     0.00       0.00|
13.00      78.00|
 Cranberry Juice         |     0.00       0.00|     0.00       0.00|     0.00       0.00|
7.00      12.25|
 Crown Royal             |     0.00       0.00|     7.00      35.00|     7.00      35.00|
1164.00    5780.00|
 Cuba Libre              |     0.00       0.00|     0.00       0.00|     0.00       0.00|
4.00      14.00|
 DON PEDRO               |     0.00       0.00|     0.00       0.00|     0.00       0.00|
64.00     288.00|
 Daq Straw               |     0.00       0.00|     0.00       0.00|     0.00       0.00|
1.00       5.00|
 Don Julio               |     0.00       0.00|     0.00       0.00|     0.00       0.00|
383.00    2424.50|
 EDUARDO REPOSADO        |     0.00       0.00|     0.00       0.00|     0.00       0.00|
21.00     141.75|
 EDUARDO SILVER          |     0.00       0.00|     0.00       0.00|     0.00       0.00|
1.00       6.75|
 Fuzzy Navel             |     0.00       0.00|     0.00       0.00|     0.00       0.00|
1.00       6.00|
 GREY GOOSE L' ORANGE CO |     0.00       0.00|     0.00       0.00|     0.00       0.00|
6.00      45.00|
 Gin                     |     0.00       0.00|     0.00       0.00|     0.00       0.00|
7.00      24.50|
 Goldschlager            |     0.00       0.00|     0.00       0.00|     0.00       0.00|
14.00      84.00|
 Gramarnier Marg.        |     0.00       0.00|     0.00       0.00|     0.00       0.00|
10.00     117.00|
 Gran Gala Marg.         |     0.00       0.00|     0.00       0.00|     0.00       0.00|
5.00      60.00|
 Grapefruit Juice        |     0.00       0.00|     0.00       0.00|     0.00       0.00|
3.00       5.25|
 Grd. Marnier            |     0.00       0.00|     0.00       0.00|     0.00       0.00|
72.00     367.50|
 Grey Goose              |     1.00       5.00|     1.00       5.00|     1.00       5.00|
119.00     585.00|
 HENNESSY                |     0.00       0.00|     0.00       0.00|     0.00       0.00|
40.00     280.00|
 HPNOTIQ                 |     0.00       0.00|     5.00      27.50|     5.00      27.50|
37.00     187.00|
 Herradura               |     0.00       0.00|     0.00       0.00|     0.00       0.00|
22.00     141.70|
Focus Cafe
                Cumulative Item Count Rep for 1/1/200X-5/3/200X at 5/21/200X 3:52:37 PM
Page 2

                |       |        Day          |       Week          |        Month        |
Year        |
                |       | ---- 05/03/0X ---- |04/29/0X - 05/03/0X |05/01/0X - 05/03/0X
|01/01/0X - 05/03/0X |
                |       |               Net  |               Net  |               Net  |
Net  |
                | Price |   Units      Sales |   Units      Sales |   Units      Sales |
Units      Sales |
================================================================================================
=====================
```

Hornitos	3.00	14.25	4.00	19.00	4.00	19.00
102.00	484.50					
Hurricane	0.00	0.00	0.00	0.00	0.00	0.00
86.00	552.50					
J & B Scotch	0.00	0.00	0.00	0.00	0.00	0.00
3.00	13.50					
J. W. Black	0.00	0.00	0.00	0.00	0.00	0.00
99.00	519.75					
JAMERSON	0.00	0.00	0.00	0.00	0.00	0.00
3.00	18.00					
Jack Daniels	0.00	0.00	0.00	0.00	0.00	0.00
183.00	869.25					
Jackarritas B.	0.00	0.00	0.00	0.00	0.00	0.00
16.00	160.00					
Jackarritas S.	0.00	0.00	0.00	0.00	0.00	0.00
6.00	30.00					
Jagermister	0.00	0.00	1.00	4.50	1.00	4.50
28.00	126.00					
Jimador	0.00	0.00	0.00	0.00	0.00	0.00
50.00	225.60					
Jum.Gran.Gold F.	0.00	0.00	0.00	0.00	0.00	0.00
37.00	444.00					
Jum.Gran.Gold R.	0.00	0.00	0.00	0.00	0.00	0.00
25.00	300.00					
Jumbo Rox	7.00	41.00	16.00	98.00	10.00	56.00
2286.00	14486.50					
Jumbo Gold Frozen	0.00	0.00	2.00	20.00	2.00	20.00
145.00	1450.00					
Jumbo Gold Rocas	0.00	0.00	0.00	0.00	0.00	0.00
73.00	730.00					
Jumbo Mango	0.00	0.00	0.00	0.00	0.00	0.00
149.00	1160.00					
Jumbo Midori Fz.	0.00	0.00	0.00	0.00	0.00	0.00
23.00	218.50					
Jumbo Peach Marg	0.00	0.00	2.00	16.00	0.00	0.00
150.00	1200.00					
Jumbo Sangria Margarita	0.00	0.00	0.00	0.00	0.00	0.00
53.00	498.75					
Jumbo Strawberry Margar	1.00	8.00	18.00	144.00	8.00	64.00
2193.00	17458.40					
JumboMarg Frozen	33.00	185.00	189.00	1116.00	127.00	715.00
8806.00	55620.00					
Kahlua	0.00	0.00	0.00	0.00	0.00	0.00
5.00	30.00					
Kamikaze	0.00	0.00	0.00	0.00	0.00	0.00
19.00	104.50					
L I Tea	0.00	0.00	1.00	7.00	0.00	0.00
191.00	1298.50					
Liquor	0.00	0.00	0.00	0.00	0.00	0.00
104.00	782.44					
M./ WATER	0.00	0.00	0.00	0.00	0.00	0.00
68.00	96.00					
MAKER MARK	0.00	0.00	0.00	0.00	0.00	0.00
1.00	4.50					
Malibu	0.00	0.00	1.00	4.50	1.00	4.50
127.00	567.00					
Marg Pitcher	0.00	0.00	1.00	15.00	1.00	15.00
40.00	865.00					
Marg Straw	0.00	0.00	14.00	66.50	9.00	42.75
313.00	1465.36					
Marg. Froz.	9.00	25.50	52.00	145.00	32.00	85.00
1558.00	4607.10					
Marg. Rox	1.00	2.50	3.00	8.50	2.00	5.00
202.00	616.50					
Marg.Gold Fz.	0.00	0.00	0.00	0.00	0.00	0.00
34.00	170.00					
Marg.Gr.Go.Rx	0.00	0.00	0.00	0.00	0.00	0.00
1.00	6.00					
Marg.Gr.Go.fz.	0.00	0.00	0.00	0.00	0.00	0.00
4.00	24.00					
Marg.Mango	0.00	0.00	0.00	0.00	0.00	0.00

17.00	48.00								
Marg.Midori		0.00	0.00	0.00	0.00	0.00	0.00		
3.00	14.25								
Marg.Peach		0.00	0.00	0.00	0.00	0.00	0.00		
17.00	68.00								
Martell		0.00	0.00	0.00	0.00	0.00	0.00		
1.00	6.00								
Martini		0.00	0.00	1.00	4.75	0.00	0.00		
12.00	57.00								
Medori		0.00	0.00	0.00	0.00	0.00	0.00		
1.00	4.50								
Mex Coffee		0.00	0.00	0.00	0.00	0.00	0.00		
1.00	5.50								
Mexican Flag		0.00	0.00	0.00	0.00	0.00	0.00		
54.00	324.00								
Michelada Domestica		0.00	0.00	14.00	56.00	8.00	32.00		
583.00	2264.00								
Michelada Importada		13.00	58.50	26.00	117.00	20.00	90.00		
1220.00	5395.50								
ORGASMO		0.00	0.00	0.00	0.00	0.00	0.00		
3.00	18.00								
Orange Juice		0.00	0.00	0.00	0.00	0.00	0.00		
5.00	9.75								
Patron		2.00	13.00	6.00	39.00	6.00	39.00		
1401.00	9064.25								
Patron Anejo		0.00	0.00	0.00	0.00	0.00	0.00		
1.00	7.00								
Patron Jumbo Margarita		0.00	0.00	0.00	0.00	0.00	0.00		
42.00	504.00								
Patron Margarita S.		0.00	0.00	0.00	0.00	0.00	0.00		
4.00	24.00								
Patron XO		0.00	0.00	0.00	0.00	0.00	0.00		
1.00	5.00								

		Day		Week		Month		Year	
		---- 05/03/0X ----		04/29/0X - 05/03/0X		05/01/0X - 05/03/0X		01/01/0X - 05/03/0X	
			Net		Net		Net		Net
	Price	Units	Sales	Units	Sales	Units	Sales	Units	Sales
Pina Colada	3.00	15.00		10.00	50.00	8.00	40.00	1206.00	5932.50
Pineapple Juice	0.00	0.00		0.00	0.00	0.00	0.00	2.00	3.90
Presidente	0.00	0.00		0.00	0.00	0.00	0.00	39.00	175.50
RED BULL	0.00	0.00		0.00	0.00	0.00	0.00	34.00	102.00
REMY GRAPE	0.00	0.00		0.00	0.00	0.00	0.00	2.00	8.00
REMY MARTIN	0.00	0.00		0.00	0.00	0.00	0.00	2.00	9.00
Red Bull Blaster	4.00	26.00		4.00	26.00	4.00	26.00	81.00	526.50
Rum	0.00	0.00		0.00	0.00	0.00	0.00	13.00	43.50
Salty Dog	0.00	0.00		1.00	4.50	1.00	4.50	42.00	188.10
Sambuca	0.00	0.00		0.00	0.00	0.00	0.00	5.00	9.00
Sangria	0.00	0.00		0.00	0.00	0.00	0.00	14.00	56.00
Sangria margarita	0.00	0.00		0.00	0.00	0.00	0.00	17.00	67.50

Scotch	0.00	0.00	0.00	0.00	0.00	0.00
3.00	10.50					
Screwdriver	0.00	0.00	0.00	0.00	0.00	0.00
28.00	140.00					
Seagrams V.O	0.00	0.00	0.00	0.00	0.00	0.00
8.00	36.00					
Seagrems 7	0.00	0.00	5.00	22.50	0.00	0.00
99.00	441.00					
Sex On The Beach	0.00	0.00	0.00	0.00	0.00	0.00
56.00	448.00					
Sky	1.00	4.50	1.00	4.50	1.00	4.50
60.00	270.00					
Slice	7.00	12.25	19.00	33.25	13.00	22.75
769.00	1167.00					
Smirnoff	0.00	0.00	0.00	0.00	0.00	0.00
115.00	508.50					
So. Comfort	0.00	0.00	0.00	0.00	0.00	0.00
3.00	12.00					
Stoli	0.00	0.00	0.00	0.00	0.00	0.00
2.00	9.00					
Strawbery Daikiry	4.00	20.00	11.00	55.00	9.00	45.00
563.00	2815.00					
Subs. Extra Charge	0.00	0.00	0.00	0.00	0.00	0.00
4.00	4.00					
Tanquaray	0.00	0.00	0.00	0.00	0.00	0.00
5.00	22.50					
Teq. Sunrise	0.00	0.00	0.00	0.00	0.00	0.00
37.00	175.75					
Tequila	0.00	0.00	0.00	0.00	0.00	0.00
13.00	38.25					
Tequila Cuervo 1800	0.00	0.00	0.00	0.00	0.00	0.00
473.00	2246.75					
Tom Collins	0.00	0.00	0.00	0.00	0.00	0.00
7.00	33.25					
Tres Generaciones	0.00	0.00	0.00	0.00	0.00	0.00
35.00	192.50					
Tuaca	0.00	0.00	0.00	0.00	0.00	0.00
9.00	36.00					
VODKA/RED BULL	0.00	0.00	3.00	19.50	3.00	19.50
86.00	559.00					
Vampiro	0.00	0.00	1.00	5.00	0.00	0.00
107.00	535.00					
Vodka	0.00	0.00	0.00	0.00	0.00	0.00
125.00	394.75					
Wht Russian	0.00	0.00	0.00	0.00	0.00	0.00
47.00	282.00					
Wild Turkey	0.00	0.00	1.00	4.50	1.00	4.50
9.00	40.50					
uchanans	0.00	0.00	18.00	94.50	6.00	31.50
1091.00	5179.16					
Liquor Total	101.00	501.00	457.00	2380.50	302.00	1528.00
28964.00	165258.26					
Wine						
Burgundy	0.00	0.00	1.00	3.50	0.00	0.00
21.00	63.50					
Chardonnay	0.00	0.00	0.00	0.00	0.00	0.00
44.00	154.00					
Zinfindel	0.00	0.00	0.00	0.00	0.00	0.00
84.00	294.00					
Wine Total	0.00	0.00	1.00	3.50	0.00	0.00
149.00	511.50					
Beer						
Bohemia	0.00	0.00	0.00	0.00	0.00	0.00
135.00	405.00					
Bud	0.00	0.00	5.00	11.75	2.00	3.50

1216.00 3077.37|
Bud Light | 29.00 67.75| 114.00 278.50| 67.00 156.25|
8804.00 22527.76|
Bud Light Alumin | 0.00 0.00| 0.00 0.00| 0.00 0.00|
2.00 2.00|

	Day	Week	Month	Year
	---- 05/03/0X ----	04/29/0X - 05/03/0X	05/01/0X - 05/03/0X	01/01/0X - 05/03/0X

		Net	Net	Net	Net
	Price	Units Sales	Units Sales	Units Sales	Units Sales
Cartablanca	0.00	0.00	0.00	0.00	0.00	0.00	28.00	77.00
Coors Light	13.00	22.75	16.00	31.00	16.00	31.00	288.00	652.50
Corona	9.00	24.25	36.00	100.75	27.00	71.50	4394.00	13229.98
DosXX Lager	0.00	0.00	24.00	71.75	19.00	55.50	1000.00	2953.50
HEINEKEN	0.00	0.00	0.00	0.00	0.00	0.00	201.00	630.75
MICHELLOB	0.00	0.00	3.00	8.25	1.00	2.75	297.00	747.50
Miller Lite	14.00	32.50	41.00	94.75	32.00	77.00	2690.00	6592.25
Modelo Especial	2.00	4.00	11.00	30.75	6.00	14.50	681.00	2017.25
Negra Modelo	0.00	0.00	6.00	19.50	0.00	0.00	319.00	910.76
Tecate	0.00	0.00	13.00	33.50	10.00	23.75	596.00	1797.25
Beer Total	67.00	151.25	269.00	680.50	180.00	435.75	20651.00	55620.87
Food								
Charros 12 oz	1.00	2.75	3.00	8.25	2.00	5.50	252.00	553.80
Guacamole Fiesta	1.00	5.95	6.00	35.70	2.00	11.90	279.00	1398.26
Jalapenos	0.00	0.00	0.00	0.00	0.00	0.00	9.00	17.91
Pico de Gallo	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.15
(1) Codorniz	0.00	0.00	2.00	10.00	0.00	0.00	18.00	72.50
1 Beef Enchilada	0.00	0.00	1.00	2.25	0.00	0.00	55.00	117.77
1 Cheese Enchilada	7.00	15.75	11.00	23.63	11.00	23.63	219.00	451.52
1 Cheese Puff	0.00	0.00	0.00	0.00	0.00	0.00	3.00	5.48
1 Chicken Enchilada	0.00	0.00	0.00	0.00	0.00	0.00	58.00	117.29
1 Chile Relleno	0.00	0.00	0.00	0.00	0.00	0.00	8.00	20.60
1 Crispy Taco	1.00	2.00	4.00	8.00	3.00	6.00	102.00	197.21
1 Diet Coke	1.00	1.75	19.00	31.49	9.00	14.87	756.00	1135.77
1 Dr. Pepper	12.00	21.00	45.00	78.75	27.00	47.25	1637.00	2475.76

1 Fajita lunch	0.00	0.00	2.00	22.50	2.00	22.50
644.00	4331.94					
1 Flauta	0.00	0.00	0.00	0.00	0.00	0.00
37.00	48.59					
1 GORDITA	0.00	0.00	0.00	0.00	0.00	0.00
85.00	75.51					
1 Ice Tea	68.00	117.24	251.00	432.21	159.00	275.61
6995.00	10547.97					
1 Pepsi	21.00	36.75	103.00	179.37	57.00	99.75
3740.00	5692.51					
1 Soft Taco	1.00	2.45	1.00	2.45	1.00	2.45
42.00	99.24					
1 Spinach Enchilada	0.00	0.00	2.00	5.00	1.00	2.50
6.00	13.60					
1 Taco al carbon	4.00	10.40	32.00	79.30	16.00	39.00
1128.00	2671.56					
1 Tamal	2.00	4.00	2.00	4.00	2.00	4.00
52.00	100.90					
1 Tostada	1.00	3.75	1.00	3.75	1.00	3.75
66.00	199.76					
1)CAMARON	0.00	0.00	0.00	0.00	0.00	0.00
127.00	196.50					
1/2 Churros	0.00	0.00	0.00	0.00	0.00	0.00
13.00	15.00					
1/2 Guacamole	0.00	0.00	0.00	0.00	0.00	0.00
302.00	1181.04					
1/2 Jalapos	1.00	6.95	2.00	13.90	1.00	6.95
82.00	486.97					
1/2 N PAL	2.00	12.50	27.00	165.63	20.00	125.00
909.00	5321.79					
1/2 Nachos Regulares	1.00	5.40	1.00	5.40	1.00	5.40
102.00	520.56					
1/2 PAPANACHOS	5.00	38.75	8.00	62.00	7.00	54.25
127.00	915.76					
1/2 Quesadillas	4.00	21.00	24.00	136.80	15.00	85.80
834.00	4501.90					
1/2 Queso Del Mar	0.00	0.00	0.00	0.00	0.00	0.00
3.00	5.74					
1/2 Shrimp Quesadillas	0.00	0.00	0.00	0.00	0.00	0.00
40.00	229.07					
1/2 Sour Cream	2.00	2.30	5.00	5.75	4.00	4.60
162.00	176.13					
12 TAMALES	0.00	0.00	0.00	0.00	0.00	0.00
2.00	17.00					
2 Cheese Puffs	0.00	0.00	0.00	0.00	0.00	0.00
2.00	5.90					
2 Crispy Taco	0.00	0.00	1.00	4.00	0.00	0.00
24.00	91.62					
2 Enchiladas	1.00	4.50	5.00	20.25	2.00	6.75
57.00	220.64					

		Day	Week	Month	Year
		---- 05/03/0X ----	04/29/0X - 05/03/0X	05/01/0X - 05/03/0X	01/01/0X - 05/03/0X
		Net	Net	Net	Net
	Price	Units Sales	Units Sales	Units Sales	Units Sales
2 Soft Taco	0.00	0.00	0.00	0.00	0.00
23.00	90.47				
2 Spinach Enchiladas	0.00	0.00	0.00	0.00	0.00
3.00	11.94				
3 Cripspy Taco	0.00	0.00	0.00	0.00	0.00
2.00	11.94				
3 Enchiladas	0.00	0.00	0.00	0.00	0.00

27.00 116.87						
3 Soft Taco	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
4.00 23.88						
3 Tortillas	2.00	1.90|	3.00	2.85|	2.00	1.90|	1.00	0.95|
115.00 104.15						
Avocado	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
6.00 12.00						
Beans Side	1.00	2.25|	4.00	9.00|	3.00	6.75|	2.00	4.50|
194.00 410.89						
Brocheta	0.00	0.00|	9.00	141.75|	7.00	110.25|	5.00	78.75|
402.00 5932.08						
Buffalo Wings	0.00	0.00|	3.00	29.25|	1.00	9.75|	1.00	9.75|
147.00 1268.09						
C/Relleno Camaron	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
17.00 160.99						
C/Tlalpeno chico	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
453.00 2365.00						
CALIFORNIA BURI.	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
19.00 147.66						
CAMARON EMPANIZADO	0.00	0.00|	1.00	14.50|	0.00	0.00|	0.00	0.00|
59.00 797.50						
CAMARON/PLANCHA	0.00	0.00|	1.00	15.75|	0.00	0.00|	0.00	0.00|
79.00 1133.75						
CAROTS12	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
1.00 2.25						
CHILE C/Queso C/CARNE	1.00	6.75|	7.00	47.25|	5.00	33.75|	3.00	20.25|
787.00 3294.66						
CHULETAS	3.00	26.87|	4.00	37.62|	3.00	26.87|	2.00	17.91|
144.00 1333.41						
COCKTAIL CH.	1.00	6.50|	5.00	32.50|	5.00	32.50|	4.00	26.00|
157.00 968.50						
COCKTAIL GDE.	1.00	10.95|	4.00	43.80|	1.00	10.95|	1.00	10.95|
203.00 1953.20						
COMBO MAR	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
1.00 12.95						
Caldo Res	3.00	21.00|	23.00	150.50|	8.00	56.00|	5.00	35.00|
478.00 3060.25						
Caldo Tlalpeno	1.00	6.95|	15.00	97.29|	6.00	41.70|	4.00	27.80|
504.00 3195.06						
Camaron Acapulco	1.00	16.75|	1.00	16.75|	1.00	16.75|	1.00	16.75|
70.00 1098.17						
Camaron Diablo	1.00	15.75|	3.00	47.25|	3.00	47.25|	2.00	31.50|
155.00 2308.41						
Camaron Mazatlan	0.00	0.00|	3.00	47.25|	0.00	0.00|	0.00	0.00|
130.00 1938.94						
Carne Asada	0.00	0.00|	12.00	143.40|	6.00	71.70|	4.00	47.80|
381.00 4336.56						
Carne Guisada	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
101.00 635.14						
Carne Molida	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
112.00 110.80						
Carots 8 oz	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
1.00 1.50						
Chalupa	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
6.00 14.74						
Charros	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
3.00 6.45						
Charros Grande	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
8.00 41.20						
Chilaquiles Verdes	0.00	0.00|	1.00	2.48|	0.00	0.00|	0.00	0.00|
5.00 12.40						
Chile Relleno	2.00	19.50|	8.00	78.00|	6.00	58.50|	4.00	39.00|
281.00 2541.67						
Chile con Queso	17.00	93.72|	43.00	243.22|	29.00	162.72|	21.00	117.81|
1226.00 6465.25						
Chile con Queso Topping	0.00	0.00|	0.00	0.00|	0.00	0.00|	0.00	0.00|
34.00 33.50						
Chimichanga	3.00	27.45|	7.00	59.47|	4.00	36.60|	3.00	27.45|
294.00 2551.59						
Chimichanga B-Chik.Faji	1.00	9.75|	1.00	9.75|	1.00	9.75|	1.00	9.75|
299.00 1463.52						

Chips	0.00	0.00	0.00	0.00	0.00	0.00	7.00	20.65
Chips basket	1.00	2.95	2.00	5.90	1.00	2.95	12.00	32.45
Churros	1.00	3.50	1.00	3.50	1.00	3.50	60.00	183.75
Codorniz	4.00	71.80	10.00	152.57	7.00	107.70	284.00	4819.55
Coffee	5.00	8.75	13.00	20.12	5.00	8.75	612.00	828.87
Corn Tortilla	0.00	0.00	6.00	1.80	3.00	0.90	195.00	57.45
Daikiry Virgen	0.00	0.00	0.00	0.00	0.00	0.00	55.00	192.50
Dinner De Lujo	5.00	45.75	12.00	109.80	10.00	91.50	262.00	2346.94
EXTRA FAJITA	2.00	4.00	4.00	8.00	2.00	4.00	157.00	244.25
Emp. Aguas F.	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.46
Enchilada Dinner	3.00	28.50	13.00	120.50	9.00	82.50	361.00	3105.19
Enchilada Nino	5.00	24.75	23.00	111.37	11.00	54.45	614.00	3007.08
Enchiladas Mexicanas	8.00	64.04	49.00	425.45	29.00	251.61	1427.00	12337.73

		Day		Week		Month		Year	
		---- 05/03/0X ----		04/29/0X - 05/03/0X		05/01/0X - 05/03/0X		01/01/0X - 05/03/0X	
			Net		Net		Net		Net
	Price	Units	Sales	Units	Sales	Units	Sales	Units	Sales
Enchiladas Verdes	0.00	0.00		8.00	68.62	6.00	50.32	538.00	4600.87
Enchiladas de Rancho	4.00	38.00		9.00	85.50	7.00	66.50	348.00	2997.32
Extra Shrimp	0.00	0.00		0.00	0.00	0.00	0.00	22.00	35.00
FILETE EMPANIZADO	0.00	0.00		0.00	0.00	0.00	0.00	14.00	96.44
FILETE PLANCHA	0.00	0.00		0.00	0.00	0.00	0.00	33.00	196.79
FILETE RELLENO	0.00	0.00		1.00	6.97	1.00	6.97	24.00	299.91
Fajitas	4.00	45.00		55.00	956.73	21.00	265.35	1679.00	28307.18
Flan	2.00	5.50		2.00	5.50	2.00	5.50	187.00	511.49
Flautas	0.00	0.00		19.00	157.49	10.00	83.12	670.00	5369.05
Flour Tortilla	3.00	0.90		19.00	5.55	14.00	4.20	469.00	137.19
French Fries	0.00	0.00		0.00	0.00	0.00	0.00	145.00	287.57
Gorditas	1.00	7.95		9.00	71.55	3.00	23.85	370.00	2741.75
Grande Dinner	3.00	28.50		26.00	242.25	12.00	114.00	854.00	7702.87
Hamburger/Fries	3.00	12.37		11.00	47.01	4.00	14.84	391.00	1789.16
Horchata	2.00	4.00		42.00	84.00	14.00	28.00	1070.00	1895.29
Huevos Mexicana	0.00	0.00		0.00	0.00	0.00	0.00		

2.00	3.98|					
Huevos Rancheros	0.00	0.00|	0.00	0.00|	0.00	0.00|
2.00	2.98|					
Huevos Tocino	0.00	0.00|	0.00	0.00|	0.00	0.00|
2.00	3.98|					
Huevos chorizo	0.00	0.00|	0.00	0.00|	0.00	0.00|
2.00	1.98|					
Hugo"s Special	1.00	15.50|	4.00	62.00|	2.00	31.00|
295.00	4312.66|					
Ixtapa Mix	0.00	0.00|	15.00	228.75|	3.00	45.75|
739.00	10638.38|					
JALISCO BURI.	0.00	0.00|	0.00	0.00|	0.00	0.00|
24.00	174.49|					
Jalapos	0.00	0.00|	4.00	47.80|	3.00	35.85|
191.00	2170.90|					
Jamaica	0.00	0.00|	7.00	12.00|	0.00	0.00|
230.00	407.27|					
Juice	0.00	0.00|	0.00	0.00|	0.00	0.00|
7.00	13.65|					
Laredo	10.00	58.31|	33.00	207.58|	25.00	154.16|
804.00	4796.02|					
Lemon	0.00	0.00|	0.00	0.00|	0.00	0.00|
2.00	1.00|					
Lemonade	5.00	7.87|	31.00	53.37|	15.00	25.37|
1079.00	1634.89|					
MENUDO	0.00	0.00|	6.00	21.00|	1.00	0.00|
218.00	1347.79|					
MENUDO CH.	0.00	0.00|	0.00	0.00|	0.00	0.00|
174.00	869.00|					
MOJARRA	0.00	0.00|	2.00	17.90|	2.00	17.90|
44.00	384.85|					
MOLE ENCHILADAS	2.00	17.90|	8.00	71.60|	5.00	44.75|
443.00	3631.28|					
Melon	0.00	0.00|	0.00	0.00|	0.00	0.00|
2.00	3.75|					
Milanesa	2.00	16.12|	5.00	48.37|	2.00	16.12|
298.00	2830.32|					
Milk/rice	0.00	0.00|	0.00	0.00|	0.00	0.00|
2.00	4.00|					
Mole Pollo	0.00	0.00|	3.00	29.85|	2.00	19.90|
153.00	1439.37|					
NIÑO CHICKEN	2.00	9.90|	15.00	69.29|	5.00	24.75|
531.00	2554.11|					
Nachos Palenque	4.00	31.32|	29.00	250.59|	17.00	143.19|
1176.00	9936.46|					
Nachos Regulares	3.00	23.25|	3.00	23.25|	3.00	23.25|
58.00	423.00|					
OPEN FOOD	2.00	22.00|	2.00	22.00|	2.00	22.00|
142.00	1467.67|					
PASTEL	0.00	0.00|	0.00	0.00|	0.00	0.00|
12.00	37.14|					
POZOLE	0.00	0.00|	4.00	27.80|	0.00	0.00|
79.00	453.34|					
Papa Nachos	2.00	19.50|	7.00	58.49|	5.00	43.87|
205.00	1889.36|					
Parrilla Fiesta	3.00	132.00|	19.00	761.00|	8.00	317.50|
864.00	36990.96|					
Parrilla Palenque	2.00	45.90|	11.00	261.59|	5.00	146.85|
457.00	11728.67|					
Pechuaga Jardinera	2.00	24.00|	2.00	24.00|	2.00	24.00|
136.00	1464.20|					
Pechuga Monterrey	0.00	0.00|	3.00	29.85|	0.00	0.00|
351.00	3387.91|					
Pechuga Tapatia	0.00	0.00|	7.00	69.87|	3.00	26.87|
93.00	949.12|					
Pechugas A La Diabla	0.00	0.00|	1.00	11.95|	1.00	11.95|
108.00	1168.22|					
Pico de Gallo	0.00	0.00|	0.00	0.00|	0.00	0.00|
23.00	26.55|					
Pina Colada Virgen	0.00	0.00|	2.00	7.00|	1.00	3.50|
133.00	435.75|					

		Day	Week	Month	Year
		---- 05/03/0X ----	04/29/0X - 05/03/0X	05/01/0X - 05/03/0X	01/01/0X - 05/03/0X
		Net	Net	Net	Net
	Price	Units Sales	Units Sales	Units Sales	Units Sales
Pollo Loco	11.00	95.00	24.00 218.50	15.00 133.00	770.00 6157.69

Quesadillas	8.00	67.12	22.00 187.22	19.00 160.37	632.00 5121.92
Quesadillas Mush.	0.00	0.00	1.00 8.75	1.00 8.75	2.00 13.12
Queso Del Mar	0.00	0.00	2.00 19.50	2.00 19.50	299.00 2764.54
Queso F.Faj-Mush	0.00	0.00	1.00 9.75	1.00 9.75	5.00 48.75
Queso Flameado	4.00	35.80	14.00 125.30	10.00 89.50	777.00 6528.56
Rancho Grande	0.00	0.00	8.00 116.00	6.00 87.00	396.00 5460.40
Reynosa	4.00	23.80	11.00 67.65	6.00 35.70	202.00 1198.16
Rice Side	6.00	13.50	18.00 40.50	9.00 20.25	484.00 1035.20
SALSA 12	1.00	2.00	2.00 4.00	1.00 2.00	10.00 18.00
SPEC # 7	2.00	13.90	13.00 90.35	13.00 90.35	515.00 4159.67
SPEC #1	74.00	511.52	136.00 944.13	106.00 732.53	1689.00 11810.37
SPEC #4	8.00	52.12	30.00 209.54	22.00 145.94	1026.00 6913.16
SPEC #5	10.00	69.50	33.00 242.92	22.00 142.47	844.00 6057.54
SPEC #6	7.00	48.65	18.00 134.65	15.00 104.25	505.00 3567.92
SPECIAL #2	6.00	38.22	42.00 279.86	39.00 254.36	976.00 6739.21
SPECIAL #3	6.00	41.70	34.00 222.39	24.00 156.37	1285.00 8885.11
Sabinas	0.00	0.00	5.00 31.95	2.00 11.90	100.00 602.25
Sherly Temple	0.00	0.00	0.00 0.00	0.00 0.00	19.00 28.50
Shredded Cheese	0.00	0.00	2.00 3.30	2.00 3.30	104.00 171.27
Shrimp Chile Relleno	0.00	0.00	0.00 0.00	0.00 0.00	8.00 66.46
Shrimp Enhilada Dinner	0.00	0.00	0.00 0.00	0.00 0.00	13.00 119.20
Shrimp Quesadillas	0.00	0.00	2.00 19.00	1.00 9.50	63.00 584.25
Side Guaca	0.00	0.00	6.00 9.00	3.00 6.75	28.00 58.50
Slice	5.00	8.75	43.00 75.25	11.00 19.25	1846.00 2804.81
Sopapillas	1.00	3.00	1.00 3.00	1.00 3.00	35.00 103.50
Sour Cream	1.00	1.15	5.00 5.75	3.00 3.45	217.00 238.00
Spinach Enchiladas	2.00	13.72	7.00 59.47	2.00 13.72	223.00 1983.70
Steak Mexicana	1.00	11.45	3.00 34.35	1.00 11.45	

```
26.00     286.26|
 Stuffed Jalapeno         |     0.00       0.00|     1.00       1.25|     0.00       0.00|
134.00     164.38|
 T.Bone Mex.              |     0.00       0.00|     0.00       0.00|     0.00       0.00|
155.00    1518.03|
 T.Bone Ranchero          |     0.00       0.00|     5.00      76.25|     0.00       0.00|
138.00    1977.50|
 T.Plancha B.Fajita       |     0.00       0.00|     0.00       0.00|     0.00       0.00|
99.00     461.34|
 TEJANO                   |     0.00       0.00|     0.00       0.00|     0.00       0.00|
1.00       0.00|
 Taco Nino                |     2.00       9.90|     7.00      34.65|     3.00      14.85|
194.00     957.82|
 Taco Salad               |     2.00      19.90|     8.00      79.60|     6.00      59.70|
156.00    1412.64|
 Tacos A la Plancha       |     2.00       9.00|    12.00      94.50|     6.00      40.50|
337.00    2697.69|
 Tacos Carbon             |     6.00      61.50|    27.00     261.39|    15.00     143.51|
1235.00   11753.98|
 Tamales                  |     0.00       0.00|     9.00      62.67|     2.00      11.90|
106.00     658.42|
 Tamarindo                |     1.00       2.00|     5.00      10.00|     1.00       2.00|
246.00     430.87|
 Tampiquena               |     2.00      21.50|    11.00     118.25|     4.00      43.00|
802.00    6593.09|
 Tampiquena Mar           |     0.00       0.00|     2.00      25.90|     1.00      12.95|
72.00     918.09|
 Taquitos                 |     5.00      28.56|    15.00      94.08|     6.00      34.51|
238.00    1460.25|
 Texas Combo              |     0.00       0.00|     7.00      58.07|     5.00      45.75|
200.00    1693.70|
 Tomato Juice             |     0.00       0.00|     0.00       0.00|     0.00       0.00|
1.00       1.95|
 Tostadas                 |     2.00      11.90|     5.00      31.95|     4.00      23.80|
173.00    1089.10|
 Tostadas/Sevi./Shri.     |     0.00       0.00|     0.00       0.00|     0.00       0.00|
24.00      64.88|
 Vallarta                 |     0.00       0.00|     2.00      11.90|     1.00       5.95|
52.00     310.54|
-------------------------------------------------------------------------------------------
---------------------
Food Total                |   449.00    2616.27|  1872.00   11839.63|  1109.00    6743.02|
63313.00  403619.59|

-------------------------------------------------------------------------------------------
---------------------
Grand Total               |   617.00    3268.52|  2599.00   14904.13|  1591.00
8706.77|113077.00  625010.22|
Focus Cafe
                Cumulative Item Count Rep for 1/1/200X-5/3/200X at 5/21/200X 3:52:37 PM
Page 8

                  |       |        Day         |       Week         |        Month       |
Year        |
                  |       | ---- 05/03/0X ---- |04/29/0X - 05/03/0X |05/01/0X - 05/03/0X
|01/01/0X - 05/03/0X |
                  |       |               Net  |               Net  |               Net  |
Net  |
                  | Price |   Units      Sales |   Units      Sales |   Units      Sales |
Units      Sales |
===========================================================================================
=====================
===========================================================================================
=====================
```

Figure x.x – Cumulative Item Count Report Fields

Field	Description
Item Name	The Menu Item Name is displayed.

Report Group	The Report Group for the Menu Item is displayed.
Price	The Price for the Menu Item is displayed.
Units Sold	The number of Units Sold of the Menu Item is displayed.
Net Sales	The Net Sales of the Menu Item is displayed.
Grand Total	The Total of Net Sales of the Menu Items is displayed.

Related Topics (none)

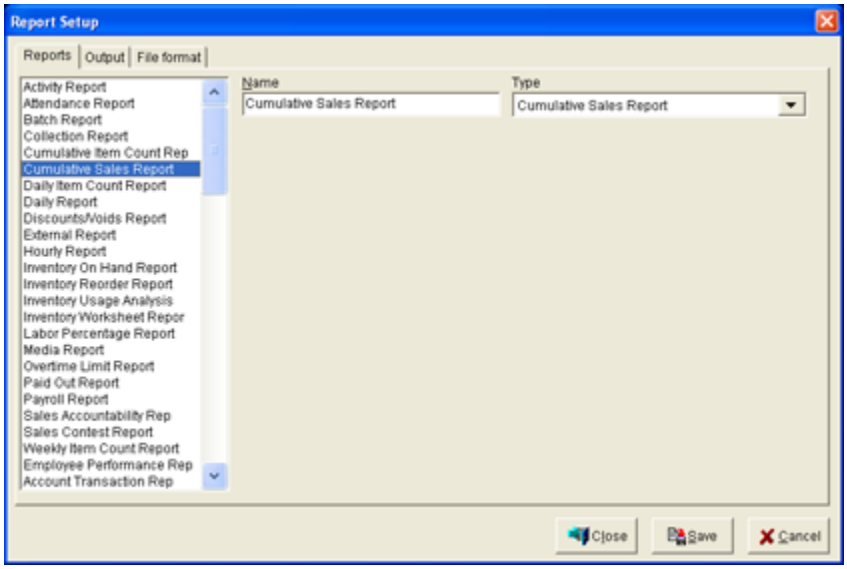
[TOP]

12.3.1.6 Cumulative Sales Report

Purpose

The Cumulative Sales Report contains sales information similar to the Daily Report but is divided into sales for the current, Day, Week, Month and Year. This report is a snapshot of the year to date sales.

Note: No options are available to be set for the Cumulative Sales Report.



Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.6.1 Sample Cumulative Sales Report

Purpose
A sample Cumulative Sales Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Cumulative Sales Report

Focus Cafe

Cumulative Sales Report for 1/1/200X-5/3/200X at 5/21/200X

3:57:45 PM Page 1

	Day			Week			Month			Year	
	-------- 05/03/0X ------			-- 04/29/0X - 05/03/0X --			-- 05/01/0X - 05/03/0X --			-- 01/01/0X - 05/03/0X --	
	Net		%	Net		%	Net		%	Net	
	Units	Net Sales	% Sales	Units	Net Sales	% Sales	Units	Net Sales	% Sales	Units	Net Sales
Average Check	125	26.15		478	31.18		314	27.73		16979	36.81
Average Guest	270	12.11		1106	13.48		682	12.77		46559	13.42
Discounts	17	-76.23		59	-362.38		37	-201.53		1623	-13349.77
Voids	16	56.27		46	160.57		35	139.67		1563	6576.85
Liquor	101	501.00	15.33	457	2380.50	15.97	302	1528.00	17.55	28964	165258.26	26.44
Wine	0	0.00	0.00	1	3.50	0.02	0	0.00	0.00	149	511.50	0.08
Beer	67	151.25	4.63	269	680.50	4.57	180	435.75	5.00	20651	55620.87	8.90
Food	449	2616.27	80.04	1872	11839.63	79.44	1109	6743.02	77.45	63313	403619.59	64.58
Totals	617	3268.52	100.00	2599	14904.13	100.00	1591	8706.77	100.00	113077	625010.22	100.00
To Go		13.78			33.90			25.21		579.61	
Subtotal		3282.30			14938.03			8731.98		625589.83	
Inclusive Tax		0.00			0.00			0.00		0.00	
Subtotal Discount		0.00			0.00			0.00		0.00	
Net Sales		3282.30			14938.03			8731.98		625589.83	
Sales Tax		221.49			1000.97			568.96		34032.15	
Tax Total		221.49			1000.97			568.96		34032.15	
Total Sales		3503.79			15939.00			9300.94		659621.98	
Paid Outs		0.00			0.00			0.00		0.00	
Paid Ins		0.00			0.00			0.00		0.00	
Gift Cards		0.00			0.00			0.00		7889.00	
CC Tip Fee		0.00			0.00			0.00		0.00	
Refunds		0.00			0.00			0.00		0.00	
Total Accountable		3503.79			15939.00						

```
9300.94       |          667510.98       |
=============================================================================================
=====================================
GROSS CASH       |    102     1730.88  46.98|    402     7855.09  46.93|    275
4755.69  48.48|  13942   349651.77  50.80|
Paid Outs        |               0.00       |               0.00       |
0.00       |              0.00       |
Advances         |               0.00       |               0.00       |
0.00       |              0.00       |
CC Tip Fee       |               0.00       |               0.00       |
0.00       |              0.00       |
Tips Paid Out    |            -196.98       |           -1007.75       |            -
629.79       |          -39634.40       |
---------------------------------------------------------------------------------------------
-------------------------------------
Net Cash         |            1533.90       |            6847.34       |
4125.90       |          310017.37       |
Master Card      |     20      798.16  21.48|     74     2618.09  15.28|     49
1608.49  16.01|   2740   103910.33  14.14|
Visa             |     31      848.51  22.84|    147     4828.85  28.18|     94
2748.34  27.36|   5617   209656.61  28.52|
Amex             |      9      323.22   8.70|     35     1216.70   7.10|     26
818.21   8.15|    740    31247.06   4.25|
Discover         |      0        0.00   0.00|      1       88.02   0.51|      0
0.00   0.00|    140     4939.08   0.67|
Gift Cartificat  |      0        0.00   0.00|      1       20.00   0.12|      0
0.00   0.00|      1       20.00   0.00|
Check            |      0        0.00   0.00|      0        0.00   0.00|      0
0.00   0.00|      0        0.00   0.00|
Diners Club      |      0        0.00   0.00|      0        0.00   0.00|      0
0.00   0.00|      0        0.00   0.00|
MC Visa          |      0        0.00   0.00|      0        0.00   0.00|      0
0.00   0.00|      0        0.00   0.00|
Gift Card        |      0        0.00   0.00|      3      320.00   1.87|      0
0.00   0.00|     75     7720.83   1.05|
---------------------------------------------------------------------------------------------
-------------------------------------
Total Payments   |    162     3503.79 100.00|    663    15939.00 100.00|    444
9300.94 100.00|  23255   667511.28 100.00|
=============================================================================================
=====================================
Dine In          |    103     3069.50       |    434    14588.71       |    281
8404.40       |  16314   627416.35       |
To Go            |     22      275.25       |     44      677.80       |     33
503.90       |    665    10943.94       |
---------------------------------------------------------------------------------------------
-------------------------------------
Focus Cafe
                        Cumulative Sales Report for 1/1/200X-5/3/200X at 5/21/200X
3:57:45 PM Page 2

                 |           Day           |           Week           |          Month
|           Year           |
                 | -------- 05/03/0X ------ |-- 04/29/0X - 05/03/0X  --|-- 05/01/0X -
05/03/0X  --|-- 01/01/0X - 05/03/0X  --|
                 |              Net     %   |              Net     %   |              Net
%   |             Net     %   |
                 |  Units      Sales  Sales |  Units      Sales  Sales |  Units
Sales  Sales |  Units      Sales  Sales |
=============================================================================================
=====================================
Comp             |      0        0.00       |      6      -75.05       |      4      -
45.80       |    240    -5446.19       |
50 % Disc        |     13      -69.92       |     45     -275.65       |     25     -
144.05       |   1210    -7390.74       |
20 % Disc        |      4       -6.31       |      8      -11.68       |      8      -
11.68       |    172     -503.84       |
Poor Food        |      0        0.00       |      0        0.00       |      0
0.00       |      1       -9.00       |
---------------------------------------------------------------------------------------------
-------------------------------------
```

```
Sales Tax         |              20.00       |              20.00       |
20.00       |              20.00       |
-------------------------------------------------------------------------------------------
-----------------------------------
```

Figure x.x – Cumulative Sales Report Fields

Field	Description
Average Check	Average check is computed by dividing the total Report Group Sales by the number of checks.
Average Guest	Average guest is computed by dividing the total Report Group Sales by the number of guests.
Discounts	Discount sales are the total Discount amount for all Item Discounts.
Voids	The total number of Voids and the total amount voided is displayed in the first column.
Report Group Totals	Report Group Sales are net of Item Discounts.
Totals	The combined total of Report Group Sales.
Subtotal	The Subtotal equals the total Report Group Sales plus the total Order Type Charges.
Inclusive Tax	The total of all Inclusive Taxes.
Subtotal Discounts	The total of all Subtotal Discounts.
Net Sales	Net Sales are the total Report Group Sales plus the total Order Type Charges minus Inclusive Tax minus Subtotal D
Tax Information	Each tax amount, taxable sales, and tax-exempt sales are displayed.
Tax Total	The total of Inclusive and Exclusive tax.
Total Sales	Total Sales equals Net Sales plus Total Tax.
Paid Outs	The total of all Paid Outs.
Paid Ins	The total of all Paid Ins.
Credit Card Tip Fee	The Tip Fees on tips of all Payments.
Refunds	The total amount Refunded.
Total Accountable	Total Accountable equals Total Sales minus Paid Outs plus Paid Ins plus Retained Tips plus the Credit Card Tip Fee
Gross Cash	Gross Cash equals the cash collected from all Payments minus cash tips minus change back.
Paid Outs	The count and total of all Paid Outs is displayed.
Advances	The total of all Advances is displayed.
Credit Card Tip Fee	The Tip Fees on tips of all Payments.
Tips Paid Out	The Tips Paid Out if the option in Miscellaneous > General > Timekeeping > Retain tips is set to "Pay Out Tips".
Net Cash	Net Cash equals Gross Cash minus Paid Outs plus the CC Tip Fee minus Tips Paid Out minus Advances plus Retaine
Other Payments	All Payments that are not cash and that do not have a blank name are printed.
Total Payments	Total Payments equal Net Cash plus non cash Payments.
Discounts	The number of Discounts as well as the total Discounted Amount is displayed.
Order Type Sales	The total of all Order Type Sales equals the Total Report Group Sales plus any non-Subtotal Discounts.

Paid Outs	The count and total for each Paid Out is displayed.
Paid Ins	The count and total for each Paid In is displayed.
Deposits	The description and amount is displayed for each Deposit if there is more than one Deposit for the day.

Related Topics (none)

[TOP]

12.3.1.7 Daily Item Count Report

Purpose
The Daily Item Count Report displays the menu items sold during the specified time.

Accessing the Collection Report Options
While in Focus Setup, select Reports > Setup and then select the Daily Item Count Report.

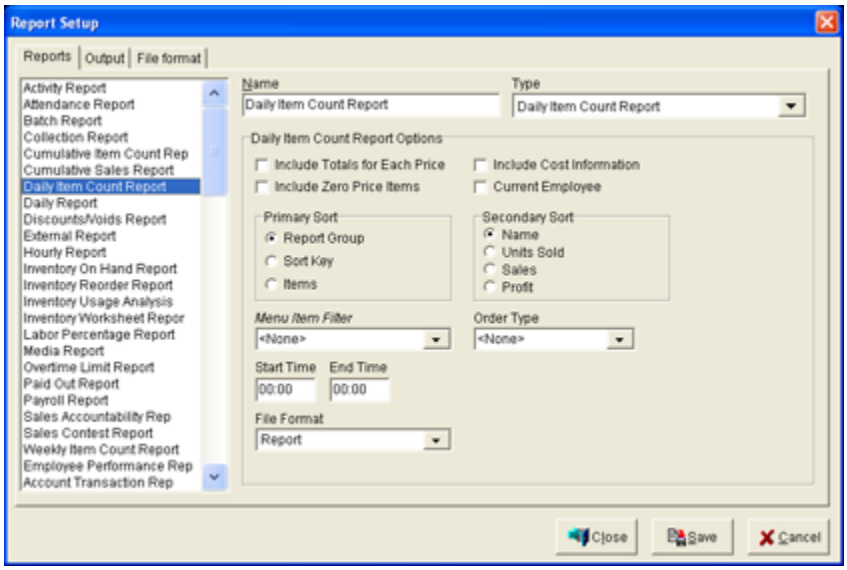


Figure x.x Daily Item Count Report Options

Field		Description
Name		A unique name for the report.
Include Totals for Each Price		Select this option if a separate line will be displayed/printed for each price at which the item has been sold. A
Include Zero Price Items		Select this option if zero priced items and modifiers will be included on the report.
Include Cost Information		Cost information will be displayed on the report.
Current Employee		The current employee becomes the filter for the report and cannot be changed. This allows a server to view th
Primary Sort Options	**Report group**	Select this option if the report is to be sorted by Report Group. Totals are displayed f
	Sort key	Select this option if the report is to be sorted by the Item Sort Code field. Totals are
	Item	Select this option if the report data is to be sorted by Menu Item Check Name.

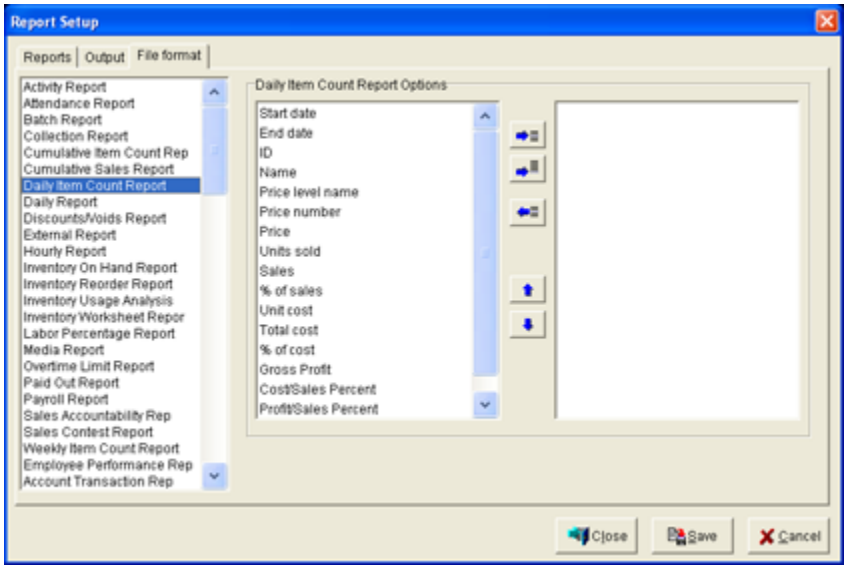
Secondary Sort	**Name**	Select this option to use alphanumeric Item Name as the secondary sort criteria.
	Units Sold	Select this option to use Item Units sold as the secondary sort criteria.
	Sales	Select this option to use Item Sales Total as the secondary sort criteria.
	Profit	Select this option to use the Profit as the secondary sort criteria.
Menu item Filter	Select the menu item filter that the Cumulative item report is to be used for. Menu item filters ate configured i	
Start Time	The time range you wish to view item sales.	
End Time	The time range you wish to view item sales.	
Order Type	Select the Order Type you wish to view item sales.	
File Format	**Report**	The default value.
	FOODTRAK	Select this option if the report will be output to a file and imported into FOODTRAK.
	Scannabar	Select this option if the report will be output to a file and imported into Scannabar
	Comma Delimited	Select this option if the report will be output to a comma separated value.

Related Topics
Job Right 'Reports – Report Setup'
Setting the File Format

[TOP]

12.3.1.7.1 File Format

Purpose
The File Format Option on the Daily Item Count Report is used to select the fields you wish to export. The File Format option must be set to "Comma Delimited" in the Report Window and the Output Type must be set to "File".



Procedure to Export a Daily Item Count Report

- Set the File Type of the report to "Comma Delimited".
- Set the Destination of the report to "File".
- Name the file using the ".csv" extension in the "File Name / E-mail Attachment Name".
- Select the fields desired to be exported.
- Click Save.

Related Topics (none)

[TOP]

12.3.1.7.2 Sample Daily Item Count Report

Purpose
A sample Daily Item Count Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Daily Item Count Report

Focus Cafe
Daily Item Count Report for 4/27/200X at 5/21/200X 4:00:36 PM Page 1

	Price	Units	Net Sales	% of Sales
Liquor				
CORRALEJO S.		8.00	48.00	0.46
AMARETTO		1.00	4.50	0.04
Absolute		2.00	9.00	0.09
Bldy Mary		2.00	10.00	0.10
CASADORES REPOSADO		2.00	12.00	0.12
Crown Royal		14.00	70.00	0.67
Don Julio		18.00	117.00	1.12
EDUARDO SILVER		1.00	6.75	0.06
Gin		3.00	10.50	0.10
Grd. Marnier		2.00	10.50	0.10
Grey Goose		1.00	5.00	0.05
HENNESSY		5.00	35.00	0.34
HPNOTIQ		2.00	11.00	0.11
J. W. Black		5.00	26.25	0.25
Jack Daniels		3.00	14.25	0.14
Jum.Gran.Gold F.		2.00	24.00	0.23
Jumbo Rox		53.00	367.00	3.53
Jumbo Gold Frozen		1.00	10.00	0.10
Jumbo Gold Rocas		3.00	30.00	0.29
Jumbo Mango		4.00	32.00	0.31
Jumbo Midori Fz.		1.00	9.50	0.09
Jumbo Peach Marg		8.00	64.00	0.61
Jumbo Sangria Margarita		1.00	9.50	0.09
Jumbo Strawberry Margar		52.00	416.00	4.00
JumboMarg Frozen		136.00	888.00	8.53
L I Tea		1.00	7.00	0.07
Liquor		6.00	36.00	0.35
Malibu		1.00	4.50	0.04
Marg Straw		4.00	19.00	0.18
Marg. Froz.		24.00	72.00	0.69
Marg.Peach		1.00	4.00	0.04
Michelada Domestica		19.00	76.00	0.73
Michelada Importada		35.00	157.50	1.51
Patron		10.00	65.00	0.62
Patron Jumbo Margarita		3.00	36.00	0.35
Pina Colada		24.00	120.00	1.15

Rum		1.00	2.25	0.02
Sangria		1.00	4.00	0.04
Seagrems 7		3.00	13.50	0.13
Slice		9.00	15.75	0.15
Strawbery Daikiry		7.00	35.00	0.34
Tequila Cuervo 1800		4.00	19.00	0.18
Vampiro		1.00	5.00	0.05
Vodka		2.00	7.00	0.07
uchanans		4.00	10.50	0.10
Liquor Total		490.00	2948.75	28.32
Wine				
Chardonnay		1.00	3.50	0.03
Zinfindel		4.00	14.00	0.13
Wine Total		5.00	17.50	0.17

	Price	Units	Net Sales	% of Sales
Beer				
Bohemia		5.00	16.25	0.16
Bud		21.00	57.75	0.55
Bud Light		257.00	696.25	6.69
Coors Light		10.00	17.50	0.17
Corona		45.00	142.50	1.37
DosXX Lager		49.00	153.00	1.47
HEINEKEN		6.00	19.50	0.19
MICHELLOB		2.00	3.50	0.03
Miller Lite		44.00	116.00	1.11
Modelo Especial		11.00	35.75	0.34
Negra Modelo		8.00	23.50	0.23
Tecate		23.00	67.25	0.65
Beer Total		481.00	1348.75	12.96
Food				
Charros 12 oz		8.00	22.00	0.21
Guacamole Fiesta		12.00	71.40	0.69
1 Beef Enchilada		1.00	2.25	0.02
1 Cheese Enchilada		1.00	2.25	0.02
1 Chicken Enchilada		1.00	2.25	0.02
1 Crispy Taco		3.00	6.00	0.06
1 Diet Coke		16.00	28.00	0.27
1 Dr. Pepper		16.00	28.00	0.27
1 Fajita lunch		1.00	11.25	0.11
1 Ice Tea		101.00	175.35	1.68
1 Pepsi		44.00	77.00	0.74
1 Taco al carbon		17.00	42.90	0.41
1 Tamal		1.00	2.00	0.02
1 Tostada		1.00	3.75	0.04
1/2 N PAL		14.00	87.50	0.84
1/2 PAPANACHOS		3.00	23.25	0.22
1/2 Quesadillas		9.00	54.00	0.52
1/2 Sour Cream		2.00	2.30	0.02
2 Crispy Taco		2.00	8.00	0.08
2 Enchiladas		1.00	4.50	0.04
3 Tortillas		2.00	1.90	0.02
Beans Side		3.00	6.75	0.06
Brocheta		7.00	110.25	1.06
Buffalo Wings		3.00	29.25	0.28
CAMARON EMPANIZADO		2.00	29.00	0.28
CAMARON/PLANCHA		3.00	47.25	0.45
CHILE C/Queso C/CARNE		4.00	27.00	0.26
CHULETAS		5.00	42.99	0.41
COCKTAIL CH.		3.00	19.50	0.19
COCKTAIL GDE.		3.00	32.85	0.32

	Price	Units	Net Sales	% of Sales
Caldo Res		6.00	42.00	0.40
Caldo Tlalpeno		6.00	41.70	0.40
Camaron Acapulco		2.00	33.50	0.32
Camaron Diablo		1.00	15.75	0.15
Camaron Mazatlan		2.00	31.50	0.30
Carne Asada		5.00	59.75	0.57

	Price	Units	Net Sales	% of Sales
Charros		1.00	2.15	0.02
Chile Relleno		5.00	48.75	0.47
Chile con Queso		33.00	186.87	1.80
Chile con Queso Topping		1.00	1.00	0.01
Chimichanga		4.00	36.60	0.35
Chimichanga B-Chik.Faji		3.00	29.25	0.28
Corn Tortilla		3.00	0.90	0.01
Dinner De Lujo		4.00	36.60	0.35
EXTRA FAJITA		2.00	3.60	0.03
Enchilada Dinner		5.00	47.50	0.46
Enchilada Nino		7.00	34.65	0.33
Enchiladas Mexicanas		20.00	176.59	1.70
Enchiladas Verdes		13.00	118.95	1.14
Enchiladas de Rancho		7.00	57.00	0.55
FILETE PLANCHA		1.00	4.47	0.04
Fajitas		14.00	206.00	1.98
Flan		1.00	2.75	0.03
Flautas		23.00	201.25	1.93
Flour Tortilla		6.00	1.80	0.02
French Fries		1.00	2.25	0.02
Gorditas		6.00	43.72	0.42
Grande Dinner		26.00	247.00	2.37
Hamburger/Fries		6.00	24.74	0.24
Horchata		20.00	40.00	0.38
Hugo"s Special		4.00	62.00	0.60
Ixtapa Mix		6.00	91.50	0.88
Jalapos		3.00	35.85	0.34
Jamaica		6.00	12.00	0.12
Laredo		14.00	100.90	0.97
Lemonade		17.00	29.75	0.29
MENUDO		6.00	38.50	0.37
MOJARRA		1.00	8.95	0.09
MOLE ENCHILADAS		9.00	76.07	0.73
Milanesa		5.00	48.37	0.46
Mole Pollo		1.00	9.95	0.10
NIÑO CHICKEN		9.00	44.55	0.43
Nachos Palenque		27.00	232.70	2.24
OPEN FOOD		5.00	31.15	0.30
POZOLE		2.00	10.42	0.10
Papa Nachos		3.00	29.25	0.28
Parrilla Fiesta		6.00	220.50	2.12
Parrilla Palenque		6.00	158.75	1.52
Pechuaga Jardinera		3.00	36.00	0.35
Pechuga Monterrey		9.00	89.55	0.86
Pechuga Tapatia		2.00	21.50	0.21
Pico de Gallo		1.00	1.25	0.01
Pina Colada Virgen		4.00	14.00	0.13
Pollo Loco		7.00	66.50	0.64
Quesadillas		16.00	134.24	1.29
Queso Del Mar		7.00	68.25	0.66
Queso Flameado		11.00	98.45	0.95
Rancho Grande		12.00	159.50	1.53
Reynosa		2.00	14.10	0.14
Rice Side		3.00	6.75	0.06

	Price	Units	Net Sales	% of Sales

SPEC # 7	4.00	27.80	0.27
SPEC #1	11.00	76.61	0.74
SPEC #4	20.00	139.00	1.34
SPEC #5	10.00	75.02	0.72
SPEC #6	5.00	53.85	0.52
SPECIAL #2	4.00	30.90	0.30
SPECIAL #3	51.00	359.05	3.45
Sabinas	2.00	10.71	0.10
Shrimp Chile Relleno	1.00	11.75	0.11
Side Guaca	4.00	9.00	0.09
Slice	27.00	47.25	0.45
Sour Cream	1.00	1.15	0.01
Spinach Enchiladas	1.00	9.15	0.09
Steak Mexicana	4.00	45.80	0.44
Stuffed Jalapeno	2.00	2.50	0.02
T.Bone Ranchero	1.00	15.25	0.15
Taco Nino	2.00	9.90	0.10
Tacos A la Plancha	14.00	112.50	1.08
Tacos Carbon	23.00	235.75	2.26
Tamales	1.00	8.15	0.08
Tampiquena Mar	2.00	25.90	0.25
Taquitos	5.00	32.16	0.31
Texas Combo	1.00	9.15	0.09
Tostadas	1.00	4.76	0.05
Vallarta	2.00	11.90	0.11
Food Total	929.00	6095.49	58.55
Grand Total	1905.00	10410.49	100.00

Figure x.x – Cumulative Sales Report Fields

Field	Description
Menu Item Name	The Guest Check Name of the Menu Item.
Price	The price the Menu Item was sold.
Units (Sold)	The number of units sold.
Net Sales	Net Sales are net of Item Discounts.
% of Sales	The Net Sales divided by the Total Sales for all Report Groups.
Unit Cost	The cost of the Menu Item.
Total Cost	Units multiplied by Unit Cost.
% of Cost	The Total Cost divided by the Total Cost for all Report Groups.
Cost / Sales	The Total Cost divided by the Net Sales to give the cost % of the item.
Gross Profit	Net Sales minus Total Cost.
Profit / Sales	The Gross Profit divided by the Net Sales to give the profit % of the item.

Related Topics (none)

[TOP]

12.3.1.8 Daily Report

Purpose

The Daily Report displays an overview on the restaurant's performance. The sales information can be broken down into 4 different periods (i.e. Breakfast, Lunch, Dinner and Late Night).

Accessing the Daily Report Options
While in Focus Setup, select Reports > Setup and the select the Daily Report.

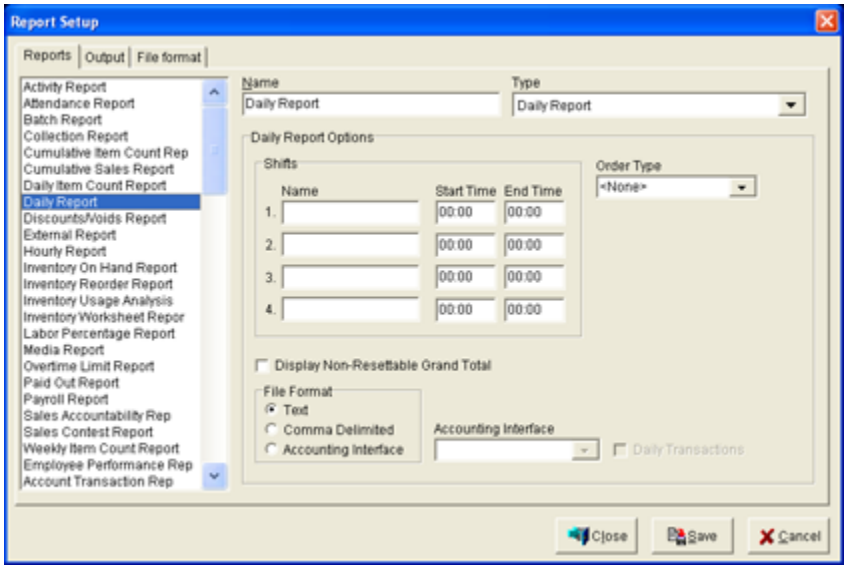


Figure x.x Attendance Report Options

Option	Description	
Shifts	**Name 1-4**	Enter a descriptive name for the shift. If no names are entered the Shifts w
	Start Time 1-4	Enter the start time for the shift.
	End Time 1-4	Enter the end time for the shift.
Display Non-Resettable Grand Totals	If this option is on then the NRGT is displayed on the report unless the report is generated to span	
File Format	**Text**	Default, view the report on screen and print as it displays.
	Comma Delimited	View and export the report in a comma separated format.
	Account Interface	Used to export to a user-defined accounting interface.
Account Interface	Select the interface you wish to export the report.	
Order Type	Select the Order Type for the report.	
Daily Transactions	If this option is checked then a separate transaction will be imported for each day within the specif	

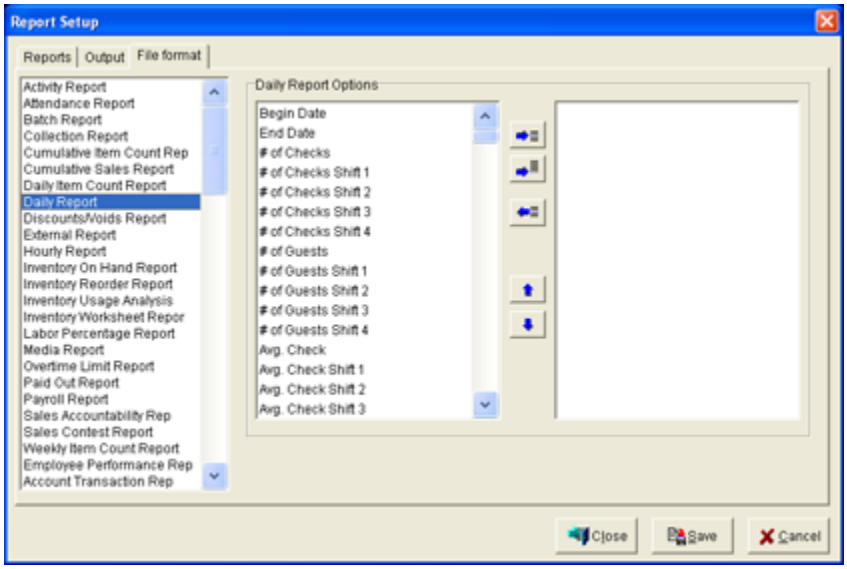
Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.8.1 File Format

Purpose

The File Format Option on the Daily Report is used to select the fields you wish to export. The File Format option must be set to “Comma Delimited” in the Report Window and the Output Type must be set to “File”.



Procedure to Export a Daily Report

- Set the File Type of the report to “Comma Delimited”.
- Set the Destination of the report to “File”.
- Name the file using the “.csv” extension in the “File Name / E-mail Attachment Name”.
- Select the fields desired to be exported.
- Click Save.

Related Topics (none)

[TOP]

12.3.1.8.2 Sample Daily Report

Purpose
A sample Daily Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Daily Report

```
Focus Cafe
                          Daily Report for 4/27/200X at 5/21/200X 4:02:55 PM Page 1

                  |                          |      Lunch      |    Happy Hour   |
Dinner     |
                  |                        %   |  08:00 - 14:00  |  14:00 - 19:00  |  19:00 -
08:00   | Disc.     Disc.
                  | Units     Sales    Sales | Units     Sales | Units     Sales | Units
Sales | Units     Sales
================================================================================================
```

```
=========================
Average Check    |   258      40.35        |    74     24.31 |    57     26.30 |   127
56.00 |
Average Guest    |   729      14.28        |   180      9.99 |   122     12.29 |   427
16.66 |
Voids            |    18      66.25        |     5     13.90 |     3     11.25 |    10
41.10 |
-------------------------------------------------------------------------------------------
-------------------------
Liquor           |   490    2948.75  28.32 |    31    128.50 |    69    398.75 |   390
2421.50 |     2    -10.50
Wine             |     5      17.50   0.17 |     2      7.00 |     0      0.00 |     3
10.50 |     0      0.00
Beer             |   481    1348.75  12.96 |    27     49.75 |    45    123.25 |   409
1175.75 |     2     -5.50
Food             |   929    6095.49  58.55 |   309   1613.81 |   148    976.88 |   472
3504.80 |    34   -117.26
-------------------------------------------------------------------------------------------
-------------------------
Totals           |  1905   10410.49 100.00 |   369   1799.06 |   262   1498.88 |  1274
7112.55 |    38   -133.26
To Go                          9.33
-----------------------------------
Subtotal                   10419.82
Inclusive Tax                  0.00
Subtotal Discounts             0.00
-----------------------------------
Net Sales                  10419.82
Sales Tax                    512.89 on 6216.85    exempt 0.00
State Tax                      0.00 on  119.50    exempt 0.00
-----------------------------------
Total Tax                    512.89
-----------------------------------
Total Sales                10932.71
Paid Outs                      0.00
Paid Ins                       0.00
Gift Cards                   390.00
CC Tip Fee                     0.00
Refunds                        0.00
===================================
TOTAL ACCOUNTABLE          11322.71
===========================================================================================
=========================
GROSS CASH           210    5736.95   _____________
Paid Outs              0       0.00 - _____________
CC Tip Fee                     0.00 + _____________
Tips Paid Out               -608.10 - _____________
-------------------------------------------------
NET CASH                    5128.85 = _____________ Cash Deposit:  _____________
Check                  0       0.00 + _____________
-------------------------------------------------
Cash & Checks               5128.85 = _____________ Cash & Checks: _____________
Master Card           36    1506.87 + _____________
Visa                  93    3718.41 + _____________
Amex                  10     410.13 + _____________
Discover               2     122.66 + _____________
Gift Cartificat        0       0.00 + _____________
Diners Club            0       0.00 + _____________
MC Visa                0       0.00 + _____________
Gift Card              4     435.79 + _____________
TOTAL PAYMENTS             11322.71 = _____________ -   11322.71 = Over/Short _____________
CC Total $5,758.07
===========================================================================================
=========================
 Dine In              247   10358.05 To Go                 11     185.70
-------------------------------------------------------------------------------------------
-------------------------
 Comp                   2      24.95 50 % Disc             15      99.72 20 % Disc
2       8.59
```

Figure x.x Daily Report Fields

Field	Description
NRGT	Non-Resettable Grand Total. The NRGT equals the NRGT for the previous day plus the Subtotal on the Dai date range is for more than one day then the NRGT is not printed.
Average Check	Average Check is computed by dividing the total Report Group Sales by the number of checks.
Average Guest	Average Guest is computed by dividing the total Report Group Sales by the number of guests.
Voids	The total number of Voids and the total amount voided is displayed in the first column.
Report Group Units and Sales	Report Group Sales is net of Item Discounts. Report Group Units are only incremented for non-zero priced counted.
Discount Units and Sales	Discount units is the total number of items that have been discounted by Item Discounts. Discount Sales is Discounts.
Order Type Charges	Order Type Charges are displayed.
Subtotal	The Subtotal equals the total Report Group Sales plus the total Order Type Charges.
Inclusive Tax	The total of all Inclusive Taxes.
Subtotal Discounts	The total of all Subtotal Discounts.
Net Sales	Net Sales equals the total Report Group Sales plus the total Order Type Charges minus Inclusive Tax minu
Taxes	Each Tax Amount, Taxable Sales, and Tax-Exempt Sales are displayed.
Total Tax	The total of Inclusive and Exclusive Tax.
Total Sales	Total Sales equals Net Sales plus Total Tax.
Paid Outs	The total of all Paid Outs.
Paid Ins	The total of all Paid Ins.
Gift Cards	The total of all Gift Cards.
Retained Tips	If the "Pay Tips Out" option is set to "Retain Tips" then all non cash tips are retained and do not reduce ca
CC Tip Fee	The Tip Fees on tips of all Payments.
Refunds	The amount Refunded.
Total Accountable	Total Accountable equals Total Sales minus Paid Outs plus Paid Ins plus Retained Tips plus the CC Tip Fee
Gross Cash	Gross Cash equals the cash collected from all Payments minus cash tips minus change back.
Paid Outs	The count and total of all Paid Outs is displayed.
Advances	The total of all Advances is displayed.
CC Tip Fee	The Tip Fees on tips of all Payments.
Tips Paid Out	If the Miscellaneous > General > Timekeeping > Retain Tips option is set to "Pay Out Tips" then all tips or displayed.
Net Cash	Net Cash equals Gross Cash minus Paid Outs plus the CC Tip Fee minus Tips Paid Out minus Advances plu
Non Cash Payments	All Payments that are not cash and do not have a blank name are printed.

Total Payments	Total Payments equal Net Cash plus non cash payments.
CC Total	The total amount of credit cards is displayed.
Discounts	The number of Discounts as well as the total discounted amount is displayed.
Order Type Sales	The number of checks for the Order Type and Order Type Sales is displayed. The total of all Order Type Sa plus any non-Subtotal Discounts.
Paid Outs	The count and total for each Paid Out is displayed.
Paid Ins	The count and total for each Paid In is displayed.
Deposits	The description and amount is displayed for each Deposit if there is more than one Deposit for the day.

Related Topics (none)

[TOP]

12.3.1.9 Discounts/Voids Report

Purpose
The Discounts/Voids Report displays the various Discounts and Voids in detail.

Accessing the Discounts/Voids Report Options
While in Focus Setup, select Reports > Setup and then select the Discounts/Voids Report.

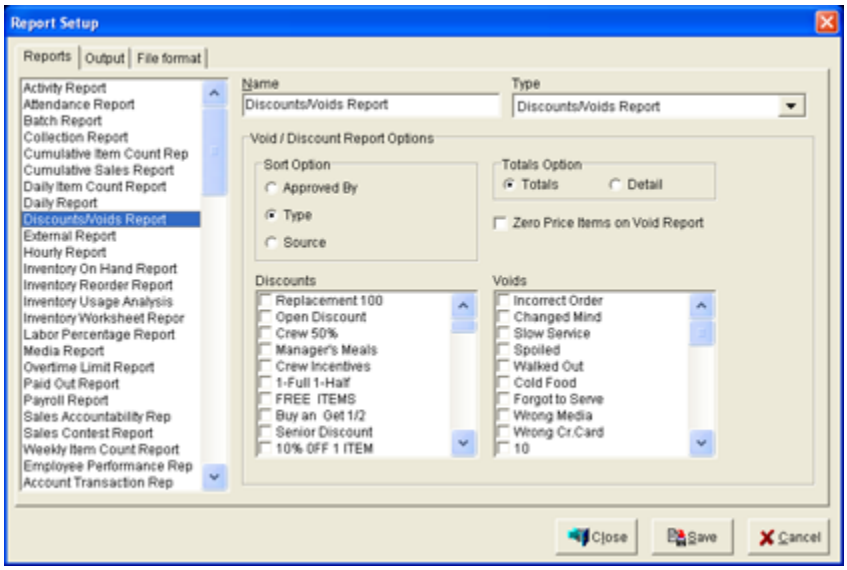


Figure x.x Discounts/Voids Report Options

Option	Description	
Sort Option	**Approved by**	Select this option if the report will display data sorted by who approved the discount/void.
	Type	Select this option if the report will display data sorted by type. If selected, all discounts will be displayed before any voids. Totals are displayed for both discounts and voids.

	Source	Select this option if the report will display all discount data sorted by source. If selected, totals of discounts will be displayed for each source. Voids will not be included in the report.
Totals Option	**Totals**	Discounts/Voids will be grouped by the total amount.
	Detail	Discounts/Voids will be line itemed on the report.
Zero Price Items on Void Report	Select this option to display menu items on the Void Report that have a zero price.	
Discounts	Select the discounts that are to be included in the report.	
Voids	Select the voids that are to be included in the report.	

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.9.1 Sample Discount/Voids Report

Purpose
A sample Discount/Void Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Discount/Void Report

```
Focus Cafe
                            Discount/Void Report for 4/27/200X at 5/21/200X 4:05:54 PM
Page 1

Type              |Reopen |Ck # |Item           |Approved By |Date |Time | Employee |
Source              |  Amount|
================================================================================================
================================
Comp
                           260 Nachos Palenque Santos S.    04/28 01:07 SARA B.
-8.95
                               Beef Fajita                              SARA B.
0.00
                           268 uchanans        Santos S.    04/28 01:06 DANIEL
-5.25
                               uchanans                                 DANIEL
-5.25
                               Bud Light                                DANIEL
-2.75
                               Bud Light                                DANIEL
-2.75
------------------------------------------------------------------------------------------------
--------------------------------
Total Comp
-24.95

50 % Disc
                             1 Rancho Grande   Santos S.    04/27 11:42 HECTOR T.
-7.25
                               GUACAMOLE APART                          HECTOR T.
0.00
                             1 Milanesa        Santos S.    04/27 11:43 HECTOR T.
-5.38
                               Flour Tortilla                           HECTOR T.
```

0.00					
		Flour Tortilla			HECTOR T.
0.00					
		Chile con Queso			HECTOR T.
-2.88					
	70	SPEC #5	Santos S.	04/27 17:02	TOGO T.
-3.48					
		FIL/PLANCHA			TOGO T.
0.00					
		PARA/AQU			TOGO T.
0.00					
	75	CHULETAS	Santos S.	04/27 14:02	EDGAR A.
-5.38					
		CHULETAS			EDGAR A.
-5.38					
	99	1 Taco al carbo	Santos S.	04/28 00:05	ERIKA C.
-1.30					
	104	Rancho Grande	Santos S.	04/27 21:08	HECTOR T.
-7.25					
	107	Enchiladas de R	francisco p.	04/28 01:59	RUBEN B.
-4.75					
		Cheese			RUBEN B.
0.00					
		Quesadillas			RUBEN B.
-4.48					
		Beef Fajita			RUBEN B.
0.00					
	108	Enchiladas de R	RAUL G.	04/27 23:40	CHAGUITO
-4.75					
		Cheese			CHAGUITO
0.00					
	112	Water	RAUL G.	04/27 17:46	ANDRES V.
0.00					
		Gorditas			ANDRES V.
-3.98					
		DESEBRADA			ANDRES V.
0.00					
	123	Quesadillas	Santos S.	04/28 00:53	TOGO T.
-4.48					
		Chicken Faj			TOGO T.
0.00					
		TO GO			TOGO T.
0.00					
		TO GO			TOGO T.
0.00					
		TO GO			TOGO T.
0.00					
		TO GO			TOGO T.
0.00					
		Hamburger/Fries			TOGO T.
-2.48					
		Cheese			TOGO T.
0.00					
		Hamburger/Fries			TOGO T.
-2.48					
		Cheese			TOGO T.
0.00					
		PARA AQUI			TOGO T.
0.00					
	126	FILETE PLANCHA	francisco p.	04/28 01:34	ANGELICA I
-4.48					
	145	Tacos A la Plan	Santos S.	04/28 01:19	DANIEL
-4.50					
		Beef Fajita			DANIEL
0.00					
		Tacos A la Plan			DANIEL
-4.50					
		Beef Fajita			DANIEL
0.00					
		Tacos A la Plan			DANIEL
-4.50					

```
                                  Beef Fajita                                DANIEL
0.00
                              166 MOLE ENCHILADAS francisco p. 04/27 20:37 RUBEN B.
-4.48
                                  Enchiladas Mexi                            RUBEN B.
-4.58
                              267 MENUDO          Santos S.    04/28 01:15 FERNANDO A
-3.50
                              269 POZOLE          Santos S.    04/28 01:57 ANDRES V.
-3.48
Focus Cafe
                               Discount/Void Report for 4/27/200X at 5/21/200X 4:05:54 PM
Page 2

Type              |Reopen |Ck # |Item           |Approved By |Date |Time | Employee |
Source              |  Amount|
================================================================================================
================================
------------------------------------------------------------------------------------------------
--------------------------------
Total 50 % Disc
-99.72

20 % Disc
                               1 Taquitos        Santos S.    04/27 11:43 HECTOR T.
-1.19
                               9 1 Ice Tea       Santos S.    04/27 11:38 Juan M.
-0.35
                                 1 Ice Tea                                  Juan M.
-0.35
                                 1 Ice Tea                                  Juan M.
-0.35
                                 1 Ice Tea                                  Juan M.
-0.35
                                 Enchiladas Mexi                            Juan M.
-1.83
                                 Beef Fajita                                Juan M.
0.00
                                 SPEC #1                                    Juan M.
-1.39
                                 POLLO/LOCO                                 Juan M.
0.00
                                 Sabinas                                    Juan M.
-1.19
                                 Beef Fajita                                Juan M.
0.00
                                 BURRITO                                    Juan M.
0.00
                                 EXTRA FAJITA                               Juan M.
-0.40
                                 Beef Fajita                                Juan M.
0.00
                                 Tostadas                                   Juan M.
-1.19
                                 Beef Fajita                                Juan M.
0.00
                                 Sour Cream                                 Juan M.
0.00
------------------------------------------------------------------------------------------------
--------------------------------
Total 20 % Disc
-8.59

Discount Total
-133.26

Changed Mind
                              33 SPECIAL #3      Santos S.    04/27 12:10 Juan M.
6.95
                              33 SPECIAL #3      Santos S.    04/27 12:10 Juan M.
6.95
```

```
                             69 1 Ice Tea       Santos S.    04/27 14:05 Juan M.
1.75
                             96 Enchiladas de R Santos S.    04/27 17:04 EDGAR  A.
9.50
                            127 Quesadillas     Santos S.    04/28 01:15 Rene A.
8.95
                            127 Quesadillas     Santos S.    04/28 01:15 Rene A.
8.95
                            127  Guacamole Fies Santos S.    04/28 01:15 Rene A.
5.95
                            166 1 Pepsi         francisco p. 04/27 20:37 RUBEN B.
1.75
                            166 Slice           francisco p. 04/27 20:37 RUBEN B.
1.75
                            192 Taquitos        Santos S.    04/27 21:27 EDGAR  A.
7.75
                            248 Fuzzy Navel     Santos S.    04/28 01:15 Rene A.
6.00
--------------------------------------------------------------------------------------------
---------------------------------
Total Changed Mind
66.25

Void Total
66.25
============================================================================================
=================================
```

Figure x.x Discount/Void Report Fields

Field	Description
Type	The type of the Void or Discount.
Reopen	If the check has been Reopened then "Yes" appears in this column.
Check	The check number.
Item	The name of the Menu Item that was Voided or Discounted. If a Gift Card was Discounted then the Gift Ca field.
Approved By	The employee that approved the Void or Discount.
Date	The date the Discount was approved.
Time	The time the Discount was approved.
Employee	The owner of the Menu Item that was Voided or Discounted.
Source	The Discount Source entered by the user.
Discount	The amount of the Discount.
Void	The amount of the Void.

Related Topics (none)

[TOP]

12.3.1.10 External Report

Purpose
The External Report allows the Focus system to call another program, file or website from within the Report screen.

Accessing the External Report Options

While in Focus Setup, select Reports > Setup and then select the External Report.

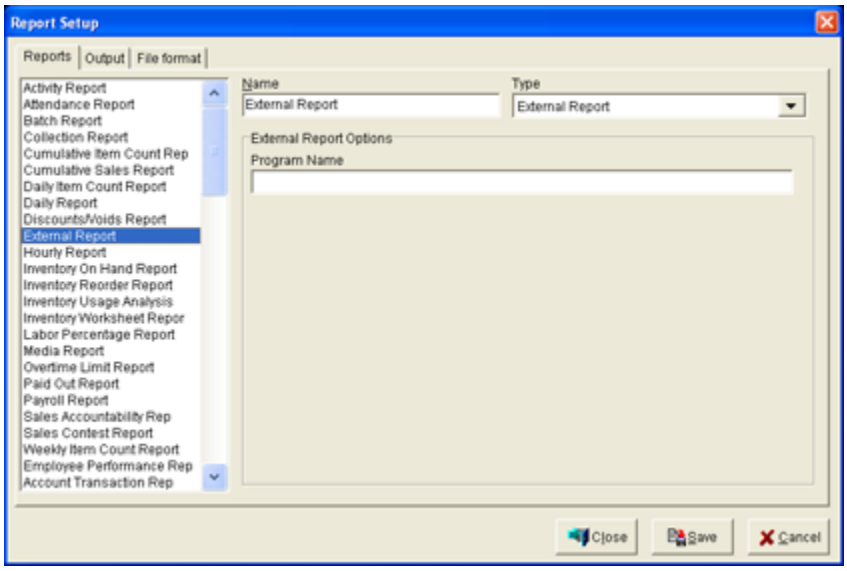


Figure x.x External Report Options

Field	Description
Program Name	Enter the file name of the selected report or external program to run. **Note:** The path must be entered if t directory.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.11 Hourly Report

Purpose
The Hourly Report displays sales and labor information from a pre-defined time interval.

Accessing the Hourly Report Options
While in Focus Setup, select Reports > Setup and then select the Hourly Report.

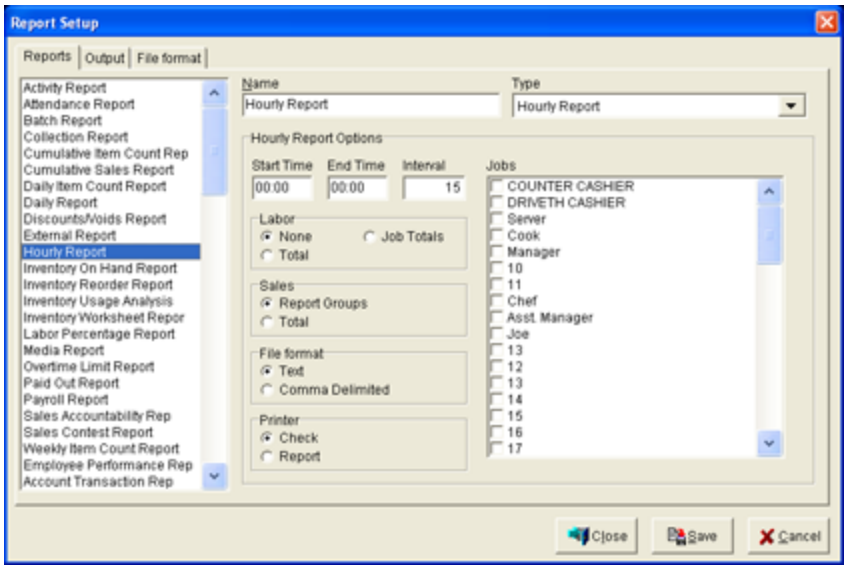


Figure x.x Hourly Report Options

Option	Description	
Start time	Enter the Start Time boundary in the text box during which data will be included in the report. Use the hh:mm format based or	
End time	Enter the End Time boundary in the text box during which data will be included in the report. Use the hh:mm format based on	
Interval	Enter the interval time. The interval must be greater than or equal to 15 minutes.	
Labor	**None**	Labor % will not be shown on the report.
	Job Totals	Labor % by job will be displayed.
	Total	Total Laobr % will be displayed.
Sales	**Report Groups**	Sales will be displayed by Report Group.
	Total	Sales will be displayed by the sales Total.
File Format	**Text**	The default format. View and print for most instances.
	Comma Delimited	Comma separated format for use to export the report.
Printer	**Check**	Select this option if the report is to be printed with the guest check printer.
	Report	Select this option if the report is to be printed with the office printer.
Jobs	Select the jobs you wish to calculate the reports. Labor cost is displayed for each of theses Jobs if the labor option is set to Job	

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.11.1 Sample Hourly Report

Purpose
A sample Hourly Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Hourly Report

```
Focus Cafe
          Hourly Report Page 1

for 4/27/200X at 5/21/200X 4:08:04 PM
=======================================
11:00-12:00
Checks 33       Guests 83
Sales 775.95    Total Sales 775.95
Labor% 20.13    Total Labor% 20.13

Liquor    7   38.00 Wine      2    7.00
Beer     11   19.25 Food    137  711.70

Server        17.74 Bartender      6.00
Manager        9.00 Hostess       12.50
Busboy        34.44 Cook          29.75
Dishwasher    20.25 Prep Cook     26.50
---------------------------------------
12:00-13:00
Checks 28       Guests 72
Sales 791.45    Total Sales 1567.40
Labor% 20.02    Total Labor% 20.07

Liquor   21   78.75 Beer     11   20.75
Food    133  691.95

Server        19.17 Bartender      6.00
Manager        9.00 Hostess       12.50
Busboy        35.25 Cook          29.75
Dishwasher    20.25 Prep Cook     26.50
---------------------------------------
13:00-14:00
Checks 13       Guests 25
Sales 231.66    Total Sales 1799.06
Labor% 56.72    Total Labor% 24.79

Liquor    3   11.75 Beer      5    9.75
Food     39  210.16

Server        19.17 Bartender      6.00
Manager        9.00 Hostess       12.50
Busboy        32.35 Cook          23.38
Dishwasher    15.05 Prep Cook     13.95
---------------------------------------
14:00-15:00
Checks 5        Guests 10
Sales 125.80    Total Sales 1924.86
Labor% 75.28    Total Labor% 28.09

Liquor    4   20.00 Beer      1    1.75
Food     17  104.05

Server         3.57 Bartender      6.00
Manager       17.28 Hostess        6.25
Busboy        11.73 Cook          22.48
Dishwasher    13.64 Prep Cook     13.75
---------------------------------------
15:00-16:00
Checks 6        Guests 13
Sales 197.05    Total Sales 2121.91
Labor% 34.49    Total Labor% 28.68

Liquor    7   31.75 Beer      1    2.00
Food     25  163.30
```

```
Server          6.39 Bartender      3.12
Manager        18.00 Hostess        2.81
Busboy          9.00 Cook           8.27
Dishwasher     12.28 Prep Cook      8.09
---------------------------------------
16:00-17:00
Checks 13       Guests 22
Sales 284.20    Total Sales 2406.11
Labor% 28.71    Total Labor% 28.69

Liquor   16   78.25 Beer      9   17.00
Food     25  188.95

Server          9.56 Bartender      7.12
Manager        18.00 Hostess        4.04
Busboy         19.80 Cook           9.23
Dishwasher      7.09 Prep Cook      6.75
---------------------------------------
17:00-18:00
Checks 18       Guests 33
Sales 386.32    Total Sales 2792.43
Labor% 51.13    Total Labor% 31.79

Liquor   13   79.00 Beer     17   50.25
Food     40  257.07

Server         32.55 Bartender     11.50
Manager        18.00 Hostess       24.50
Busboy         48.57 Cook          35.53
Dishwasher     13.50 Prep Cook     13.37
---------------------------------------
18:00-19:00
Checks 15       Guests 44
Sales 505.51    Total Sales 3297.94
Labor% 40.72    Total Labor% 33.16

Liquor   29  189.75 Beer     17   52.25
Food     41  263.51

Server         33.32 Bartender     17.50
Manager        18.00 Hostess       24.50
Busboy         49.00 Cook          36.50
Dishwasher     13.50 Prep Cook     13.50
---------------------------------------
19:00-20:00
Checks 23       Guests 93
Sales 1097.55   Total Sales 4395.49
Labor% 18.75    Total Labor% 29.56

Liquor   43  268.75 Beer     29   87.75
Food     97  741.05

Server         33.32 Bartender     17.50
Manager        18.00 Hostess       24.50
Busboy         49.00 Cook          36.50
Dishwasher     13.50 Prep Cook     13.50
---------------------------------------
20:00-21:00
Checks 29       Guests 99
Sales 1752.44   Total Sales 6147.93
Labor% 11.52    Total Labor% 24.42

Liquor   91  564.00 Beer     65  198.25
Food    135  990.19

Server         33.32 Bartender     17.50
Manager        18.00 Hostess       22.50
Busboy         46.98 Cook          36.50
Dishwasher     13.50 Prep Cook     13.50
---------------------------------------
```

```
21:00-22:00
Checks 26       Guests 83
Sales 1644.45   Total Sales 7792.38
Labor% 11.27    Total Labor% 21.64

Liquor   75  457.50 Wine      1    3.50
Beer     78  223.50 Food    125  959.95

Server        30.91 Bartender     17.50
Manager       11.25 Hostess       18.25
Busboy        43.89 Cook          36.50
Dishwasher    13.50 Prep Cook     13.50
---------------------------------------
22:00-23:00
Checks 17       Guests 59
Sales 1084.35   Total Sales 8876.73
Labor% 12.71    Total Labor% 20.55

Liquor   66  410.25 Wine      1    3.50
Beer     83  236.75 Food     61  433.85

Server        21.24 Bartender     14.50
Manager        9.00 Hostess        8.07
Busboy        26.59 Cook          36.50
Dishwasher    12.35 Prep Cook      9.58
---------------------------------------

=======================================
11:00 - 23:00
Checks 226      Guests 636
Total Sales  8876.73
Total Labor%   20.55

Liquor  375 2227.75 Wine      4   14.00
Beer    327  919.25 Food    875 5715.73

Server       263.78 Bartender    138.16
Manager      181.53 Hostess      172.92
Busboy       413.94 Cook         350.52
Dishwasher   170.97 Prep Cook    173.97
=======================================
```

Figure x.x Hourly Report Fields

Field	Description
Time Range	The Time Range specified for the report.
Checks	The number of checks that were opened during the interval.
Guests	The number of guests that were on checks opened during the interval.
Sales/Total Sales.	The total of all Report Group Sales for the interval as well as the Total Sales for the current Report Group a Groups.
Labor/Total Labor	The Labor % for the interval as well as the Total Labor % for all the preceding intervals including the curre
Interval Report Group Sales	Report Group Units and Sales for each Report Group for the interval.
Job Labor Cost	If the "Labor" option is set to "Jobs" then Labor Cost is displayed by Job.
Totals	Totals are displayed for Checks, Guests, Sales, Labor %, Report Group sales and labor cost by Job.

Related Topics (none)

[TOP]

12.3.1.12 Inventory On Hand Report

Purpose
The Inventory On Hand Report is used to show the amount of product you should have on hand.

Accessing the Inventory On Hand Report Options
While in Focus Setup, select Reports > Setup and then select the Inventory On Hand Report.

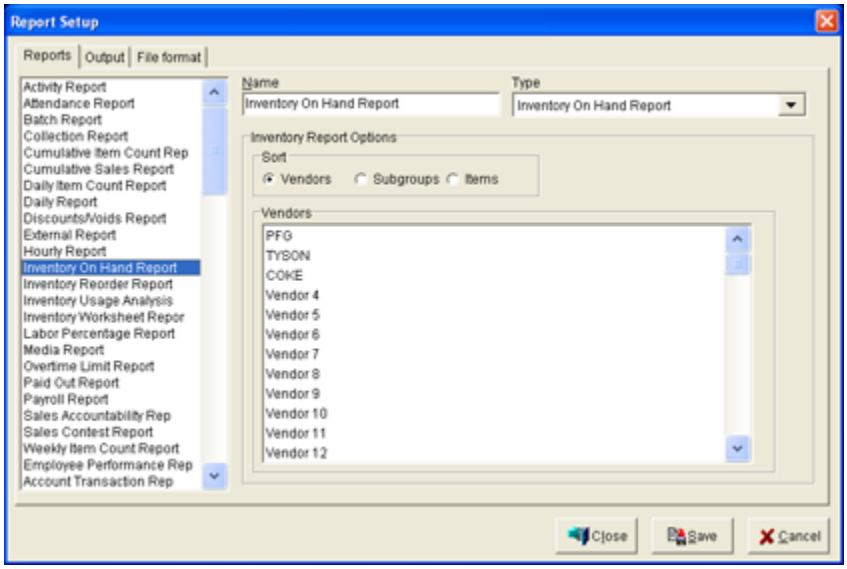


Figure x.x Inventory On Hand Report Options

Field	Description	
Sort	**Vendors**	Select the vendors for the report. You may highlight multiple vendors by holding the Ctrl key and clicking other ve
	Subgroups	Select the subgroups for the report. You may highlight multiple subgroups by holding the Ctrl key and clicking othe
	Items	Select the items for the report.
Vendors	Select the Vendors you wish to appear on the report when the Vendor option is set.	

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.12.1 Sample Inventory On Hand Report

Purpose
A sample Inventory On Hand Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Inventory On Hand Report

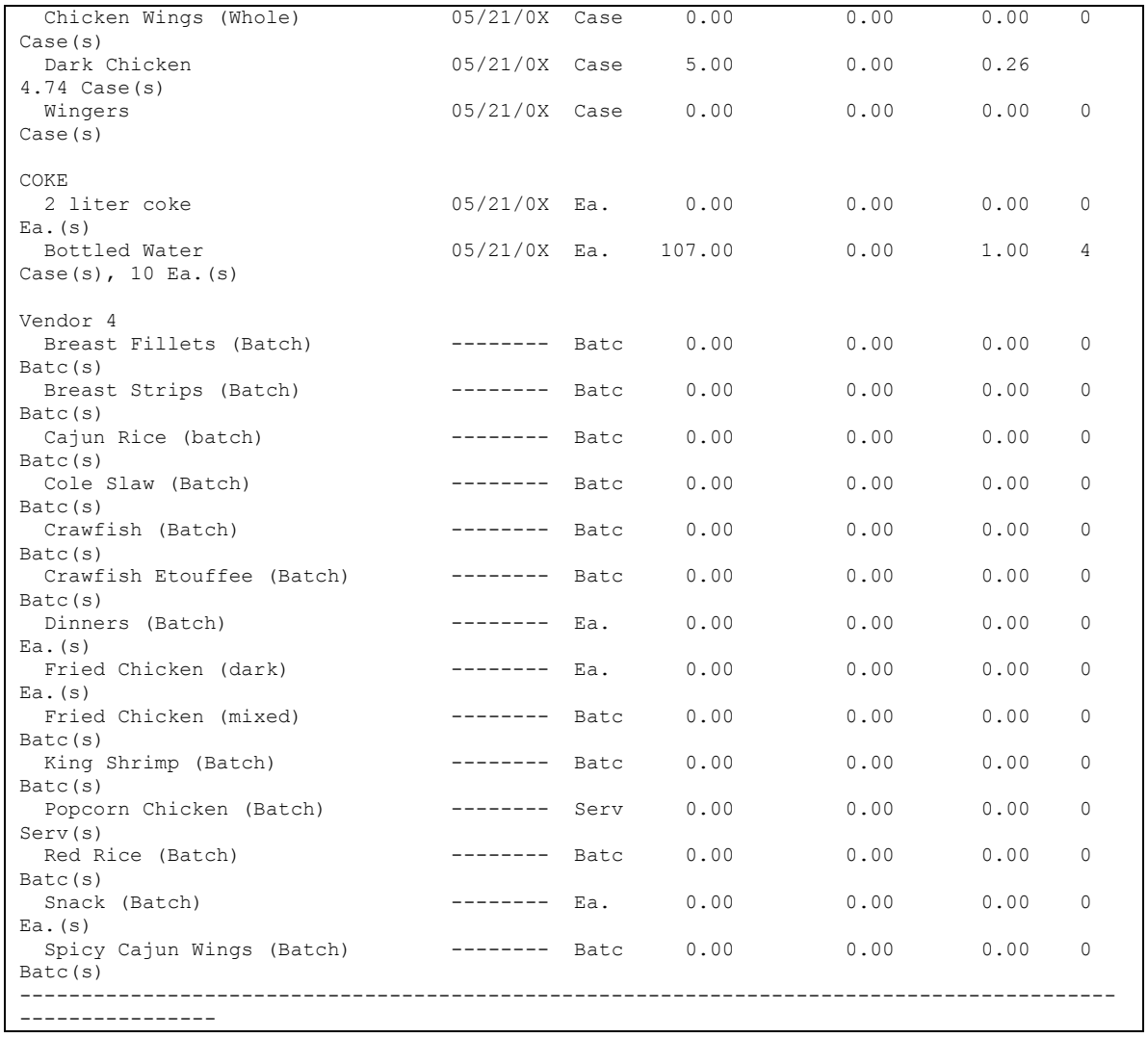
```
Focus Cafe
                        Inv On Hand for 5/21/200X at 5/21/200X 5:51:51 PM Page 1

                                    Beg.     Stock    Begin                      Qty
Expected
Item                                Date     Unit      Inv.  + Purchases    -    Sold  = On
```

Hand						
PFG						
10" Caryouts	05/21/0X	Ea.	0.00	0.00	4.00	-4 Ea.(s)
15.5" Bags	05/21/0X	Case	1.25	0.00	0.01	1.24 Case(s)
16 oz. bean cups	05/21/0X	Slv	25.00	0.00	1.28	1 Case(s), 3.72 Slv(s)
200 Food Trays	05/21/0X	Slv	0.00	0.00	0.00	0 Slv(s)
23" Bags	05/21/0X	Case	1.75	0.00	0.01	1.74 Case(s)
3" Register Paper	05/21/0X	Ea.	48.00	0.00	0.00	48 Ea.(s)
300 Food Trays	05/21/0X	Slv	5.00	0.00	0.11	1 Case(s), 0.89 Slv
6 lb bags	05/21/0X	Slv	2.00	0.00	0.15	1.85 Slv(s)
7 oz. bean cups	05/21/0X	Slv	33.00	0.00	1.48	1 Case(s), 11.52 Slv(s)
9" Caryouts	05/21/0X	Ea.	600.00	0.00	13.00	2 Case(s), 187 Ea.(s)
Apple Turnovers	05/21/0X	Ea.	240.00	0.00	10.00	1 Case(s), 110 Ea.(s)
Aprons	05/21/0X	Box	5.00	0.00	0.00	5 Box(s)
Biscuit Dressing	05/21/0X	Botl	3.00	0.00	0.11	1 Case(s), 0.89 Botl
Biscuit Wrap	05/21/0X	Box	9.00	0.00	0.29	8.71 Box(s)
Biscuits	05/21/0X	Ea.	7500.00	0.00	170.00	22 Case(s), 290 Ea.(s)
Black Bowls	05/21/0X	Slv	3.50	0.00	0.02	3.48 Slv(s)
Bleach	05/21/0X	Gal.	0.00	0.00	0.00	0 Gal.(s)
Breast Fillets (Fresh)	05/21/0X	Bag	0.00	0.00	0.00	0 Bag(s)
Breast Fillets (FTF)	05/21/0X	Bag	7.00	0.00	0.11	6.89 Bag(s)
Breast Strips (Fresh)	05/21/0X	Bag	38.00	0.00	1.26	4 Case(s), 4.74 Bag(s)
Brooms	05/21/0X	Ea.	4.00	0.00	0.00	4 Ea.(s)
Brown Roll Towels	05/21/0X	Ea.	8.00	0.00	0.00	8 Ea.(s)
Buffalo Nuggets	05/21/0X	Bag	38.00	0.00	1.43	4 Case(s), 4.57 Bag(s)
Buns	05/21/0X	Ea.	70.00	0.00	2.00	68 Ea.(s)
Butter Solids	05/21/0X	Ea.	11.00	0.00	0.00	11 Ea.(s)
Butterfly Season	05/21/0X	Ea.	0.00	0.00	0.00	0 Ea.(s)
Butterfly Shrimp (Fresh)	05/21/0X	Box	0.00	0.00	0.00	0 Box(s)
Butterfly Shrimp (FTF)	05/21/0X	Bag	0.00	0.00	0.00	0 Bag(s)
Cajun Meat	05/21/0X	Chub	41.00	0.00	0.97	4 Case(s), 4.03 Chub(s)
Cajun Sparkle	05/21/0X	Box	4.00	0.00	0.00	4 Box(s)
Catfish Fillets	05/21/0X	Bag	9.00	0.00	0.06	1 Case(s), 2.94 Bag(s)
Cattlemans BBQ Sauce	05/21/0X	Gal.	0.00	0.00	0.00	0 Gal.(s)
Cheese Slices	05/21/0X	Box	0.00	0.00	0.00	0 Box(s)
Chicken Batter	05/21/0X	Bag	38.00	0.00	1.65	3

Case(s), 6.35 Bag(s)						
Chicken Etouffee Base	05/21/0X	Chub	20.00	0.00	0.15	2
Case(s), 1.85 Chub(s)						
Chicken Flour	05/21/0X	Lb	400.00	0.00	24.35	7
Bag(s), 25.65 Lb(s)						
Chicken Season (Mild)	05/21/0X	Bag	100.00	0.00	1.58	1
Box(s), 28.42 Bag(s)						
Chicken Season (Spicy)	05/21/0X	Bag	80.00	0.00	1.58	1
Box(s), 28.42 Bag(s)						
Chicken Shortening	05/21/0X	Box	28.00	0.00	0.00	28
Box(s)						
China Markers	05/21/0X	Box	3.00	0.00	0.00	3
Box(s)						
Cinnamon Sugar	05/21/0X	Bag	24.00	0.00	0.06	
23.94 Bag(s)						
Clam Shells	05/21/0X	Slv	8.00	0.00	0.00	1
Case(s), 2 Slv(s)						
Coctail Sauce	05/21/0X	Ea.	200.00	0.00	0.00	1
Box						
Cole Slaw Blend	05/21/0X	Box	6.00	0.00	0.05	
5.95 Box(s)						
Cole Slaw Slurry	05/21/0X	Box	10.00	0.00	0.03	
9.97 Box(s)						
Comet With Bleach	05/21/0X	Botl	5.00	0.00	0.00	1
Box(s), 2 Botl(s)						
Corn	05/21/0X	Ea.	72.00	0.00	0.00	1
Box(s), 24 Ea.(s)						
Corn Bags	05/21/0X	Box	1.00	0.00	0.00	1
Box						
Corn Skewers	05/21/0X	Box	6.00	0.00	0.00	6
Box(s)						
Craver Carton	05/21/0X	Case	0.50	0.00	0.02	
0.48 Case(s)						
Crawfish	05/21/0X	Bag	8.00	0.00	0.00	8
Bag(s)						
Crawfish Etouffee Base	05/21/0X	Chub	8.00	0.00	0.00	8
Chub(s)						
Crawfish Season	05/21/0X	Bag	0.00	0.00	0.00	0
Bag(s)						
Creamy Creole Sauce	05/21/0X	Ea.	0.00	0.00	0.00	0
Ea.(s)						
Dawn	05/21/0X	Gal.	3.00	0.00	0.00	1
Box						
Deck Brush	05/21/0X	Ea.	2.00	0.00	0.00	2
Ea.(s)						
Degreaser	05/21/0X	Botl	4.00	0.00	0.00	1
Box						
Dipping Sauce	05/21/0X	Ea.	1600.00	0.00	44.00	7
Box(s), 156 Ea.(s)						
Dome Lids	05/21/0X	Slv	4.00	0.00	0.02	
3.98 Slv(s)						
Drink Mix	05/21/0X	Box	12.00	0.00	0.41	
11.59 Box(s)						
Drink Trays	05/21/0X	Case	1.00	0.00	0.00	1
Case						
Dust Pan	05/21/0X	Ea.	4.00	0.00	0.00	4
Ea.(s)						
French Fries	05/21/0X	Bag	89.00	0.00	2.02	14
Case(s), 2.98 Bag(s)						
Fry Bags	05/21/0X	Box	1.00	0.00	0.01	
0.99 Box(s)						
Fryer Cleaner Powder	05/21/0X	Botl	1.50	0.00	0.00	
1.50 Botl(s)						
Fryer Gloves	05/21/0X	Pair	1.00	0.00	0.00	1
Pair						
Gravy Base	05/21/0X	Chub	9.00	0.00	0.74	
8.26 Chub(s)						
Hair Nets	05/21/0X	Box	0.00	0.00	0.00	0
Box(s)						
Hand Sanitizer	05/21/0X	Bag	8.00	0.00	0.00	1
Box(s), 2 Bag(s)						

Honey Packets	05/21/0X	Box	1.00	0.00	0.00	1 Box
Jalepeno Peppers	05/21/0X	Can	6.00	0.00	0.11	5.89 Can(s)
Jelly Packets	05/21/0X	Box	1.00	0.00	0.00	1 Box
Ketchup Packets	05/21/0X	Box	2.00	0.00	0.08	1.92 Box(s)
Kids Meal Toys	05/21/0X	Ea.	75.00	0.00	0.00	75 Ea.(s)
King Shrimp	05/21/0X	Bag	0.00	0.00	0.00	0 Bag(s)
Large Drink Cup	05/21/0X	Slv	9.00	0.00	0.13	8.88 Slv(s)
Large Drink Lids	05/21/0X	Slv	12.00	0.00	0.05	1 Case(s), 1.95 Slv(s)
Latex Gloves	05/21/0X	Box	14.00	0.00	0.00	1 Case(s), 4 Box(s)
Leaf Lettuce	05/21/0X	Box	0.00	0.00	0.00	0 Box(s)
Liquid Shortening Starter	05/21/0X	Botl	0.00	0.00	0.00	0 Botl(s)
Liver	05/21/0X	Bag	0.00	0.00	0.00	0 Bag(s)
Louisiana Hot Sauce	05/21/0X	Box	1.00	0.00	0.00	1 Box
Mashed Potatoes	05/21/0X	Bag	110.00	0.00	2.94	2 Box(s), 23.06 Bag(s)
Mayonise	05/21/0X	Gal.	4.00	0.00	0.01	3.99 Gal.(s)
Medium Drink Cups	05/21/0X	Slv	20.00	0.00	1.34	18.66 Slv(s)
Mississippi Mud Cake	05/21/0X	Ea.	60.00	0.00	0.00	1 Box(s), 12 Ea.(s)
Mop Handle	05/21/0X	Ea.	0.00	0.00	0.00	0 Ea.(s)
Mophead	05/21/0X	Ea.	4.00	0.00	0.00	4 Ea.(s)
Multi Purpose Batter	05/21/0X	Bag	0.00	0.00	0.00	0 Bag(s)
Munchie Cups	05/21/0X	Slv	0.00	0.00	0.00	0 Slv(s)
Napkins	05/21/0X	Bale	9.00	0.00	0.23	8.77 Bale(s)
Onion Rings	05/21/0X	Bag	30.00	0.00	0.52	3 Case(s), 2.48 Bag(s)
Oven Cleaner	05/21/0X	Ea.	7.00	0.00	0.00	1 Box(s), 1 Ea.
Paper Towels	05/21/0X	Ea.	50.00	0.00	0.00	1 Case(s), 20 Ea.(s)
Pepper Bags	05/21/0X	Box	1.00	0.00	0.00	1.00 Box(s)
Pepper Packets	05/21/0X	Bag	4.00	0.00	0.08	1 Box(s), 0.92 Bag
Pickles	05/21/0X	B	1.00	0.00	0.00	1.00 B(s)
Pie Sleeves	05/21/0X	Box	1.00	0.00	0.01	0.99 Box(s)
Plastic Gloves	05/21/0X	Box	1.00	0.00	0.00	1 Box
Popcorn Chicken	05/21/0X	Bag	5.00	0.00	0.00	5 Bag(s)
Popcorn Shrimp	05/21/0X	Bag	0.00	0.00	0.51	- 0.51 Bag(s)
Red Beans	05/21/0X	Chub	82.00	0.00	4.06	8 Case(s), 5.94 Chub(s)
Red Rice Season	05/21/0X	Bag	120.00	0.00	0.48	1 Box(s), 59.52 Bag(s)
Rice	05/21/0X	Lb	75.00	0.00	4.85	1 Bag(s), 20.15 Lb(s)
Safeguard Hand Soap	05/21/0X	Botl	1.50	0.00	0.00	

1.50 Botl(s)						
Salt (Bulk)	05/21/0X	Lb	0.00	0.00	0.12	-
0.12 Lb(s)						
Salt Packets	05/21/0X	Bag	4.00	0.00	0.12	1
Box(s), 0.88 Bag						
Sanatizer	05/21/0X	Botl	4.00	0.00	0.00	1
Box(s), 1 Botl						
Sanatizer test strips	05/21/0X	Roll	0.00	0.00	0.00	0
Roll(s)						
Sandwich Wrap	05/21/0X	Box	1.00	0.00	0.00	
1.00 Box(s)						
Scouring Pads	05/21/0X	Box	7.00	0.00	0.00	7
Box(s)						
Season Gloves	05/21/0X	Pair	1.00	0.00	0.00	1
Pair						
Shallots	05/21/0X	Bag	27.00	0.00	0.49	
26.51 Bag(s)						
Shrimp Breading	05/21/0X	Lb	0.00	0.00	0.00	0
Lb(s)						
Sliced Apple Pie	05/21/0X	Ea.	0.00	0.00	0.00	0
Ea.(s)						
Sliced Lemon Pie	05/21/0X	Ea.	0.00	0.00	0.00	0
Ea.(s)						
Sliced Mardi Gras Cheesecake	05/21/0X	Ea.	54.00	0.00	3.00	1
Box(s), 3 Ea.(s)						
Sliced Pecan Pie	05/21/0X	Ea.	0.00	0.00	0.00	0
Ea.(s)						
Small & Large Bean Lids	05/21/0X	Slv	26.00	0.00	1.06	1
Case(s), 4.94 Slv(s)						
Small & Meduim Drink Lid	05/21/0X	Slv	26.00	0.00	0.73	1
Case(s), 1.27 Slv(s)						
Small Dinner Box	05/21/0X	Slv	25.00	0.00	0.43	6
Case(s), 0.57 Slv						
Small Drink Cup	05/21/0X	Slv	5.00	0.00	0.12	
4.88 Slv(s)						
Snack Box	05/21/0X	Slv	6.00	0.00	0.38	2
Case(s), 1.62 Slv(s)						
Spic & Span Floor Cleaner	05/21/0X	Botl	3.00	0.00	0.00	1
Box						
Spic & Span Glass Cleaner	05/21/0X	Botl	1.75	0.00	0.00	
1.75 Botl(s)						
Spicy Spread	05/21/0X	Chub	7.00	0.00	0.03	
6.97 Chub(s)						
Sporks	05/21/0X	Box	3.00	0.00	0.14	
2.86 Box(s)						
Squeegee	05/21/0X	Ea.	2.00	0.00	0.00	2
Ea.(s)						
Stainless Steel Cleaner	05/21/0X	Botl	1.00	0.00	0.00	1
Botl						
Straws	05/21/0X	Bag	13.00	0.00	0.08	
12.92 Bag(s)						
Tartar Sauce	05/21/0X	Ea.	200.00	0.00	7.00	193
Ea.(s)						
Toilet paper	05/21/0X	Roll	98.00	0.00	0.00	1
Case(s), 2 Roll(s)						
Tomato	05/21/0X	Case	0.00	0.00	0.00	0
Case(s)						
Trash Liners	05/21/0X	Roll	5.00	0.00	0.00	5
Roll(s)						
Tray Liners	05/21/0X	Box	0.50	0.00	0.02	
0.48 Box(s)						
Water Cups	05/21/0X	Slv	15.00	0.00	0.00	15
Slv(s)						
Wipes	05/21/0X	Box	1.00	0.00	0.00	1
Box						
Ziplock Bags (Quart)	05/21/0X	Box	0.75	0.00	0.01	
0.74 Box(s)						
TYSON						
8 pc chicken	05/21/0X	Case	35.00	0.00	2.91	
32.09 Case(s)						



```
  Chicken Wings (Whole)            05/21/0X  Case      0.00          0.00        0.00     0
Case(s)
  Dark Chicken                     05/21/0X  Case      5.00          0.00        0.26
4.74 Case(s)
  Wingers                          05/21/0X  Case      0.00          0.00        0.00     0
Case(s)

COKE
  2 liter coke                     05/21/0X  Ea.       0.00          0.00        0.00     0
Ea.(s)
  Bottled Water                    05/21/0X  Ea.     107.00          0.00        1.00     4
Case(s), 10 Ea.(s)

Vendor 4
  Breast Fillets (Batch)           --------  Batc      0.00          0.00        0.00     0
Batc(s)
  Breast Strips (Batch)            --------  Batc      0.00          0.00        0.00     0
Batc(s)
  Cajun Rice (batch)               --------  Batc      0.00          0.00        0.00     0
Batc(s)
  Cole Slaw (Batch)                --------  Batc      0.00          0.00        0.00     0
Batc(s)
  Crawfish (Batch)                 --------  Batc      0.00          0.00        0.00     0
Batc(s)
  Crawfish Etouffee (Batch)        --------  Batc      0.00          0.00        0.00     0
Batc(s)
  Dinners (Batch)                  --------  Ea.       0.00          0.00        0.00     0
Ea.(s)
  Fried Chicken (dark)             --------  Ea.       0.00          0.00        0.00     0
Ea.(s)
  Fried Chicken (mixed)            --------  Batc      0.00          0.00        0.00     0
Batc(s)
  King Shrimp (Batch)              --------  Batc      0.00          0.00        0.00     0
Batc(s)
  Popcorn Chicken (Batch)          --------  Serv      0.00          0.00        0.00     0
Serv(s)
  Red Rice (Batch)                 --------  Batc      0.00          0.00        0.00     0
Batc(s)
  Snack (Batch)                    --------  Ea.       0.00          0.00        0.00     0
Ea.(s)
  Spicy Cajun Wings (Batch)        --------  Batc      0.00          0.00        0.00     0
Batc(s)
-------------------------------------------------------------------------------------------
----------------
```

Figure x.x Inventory On Hand Report Fields

Field	Description
Item Name	The name of the Inventory Item.
Beg Date	The date that a physical count was last taken for the item.
Stock Unit	The stock unit defined for the item.
Begin Inv	The starting count of goods.
Purchases	The invoices entered into the system which occurred AFTER "Beg. Date" and before or on the user specifie posted Invoices are accumulated.
Qty Sold	Sales that occurred on or after '"Beg. Date" and before or on the user specified end date.
Expected On Hand	This figure is calculated from Begin Inv. plus Purchases minus Qty Sold.

Related Topics (none)

[TOP]

12.3.1.13 Inventory Reorder Report

Purpose
The Inventory Reorder Report is used in conjunction with the par levels setup in the Inventory Module. This report calculates the inventory on hand, what needs to be ordered and the extended price of the order.

Accessing the Activity Report Options
While in Focus Setup, select Reports > Setup and then select the Inventory Reorder Report.

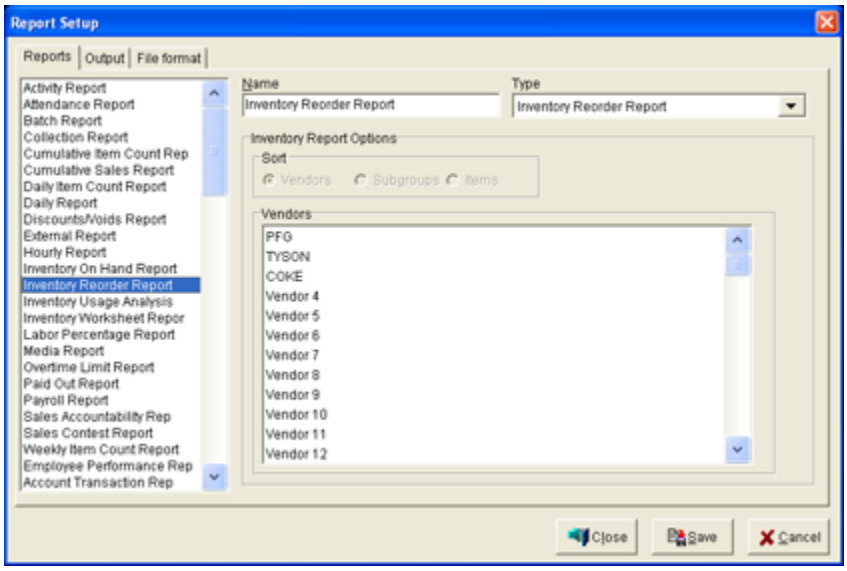


Figure x.x Inventory Reorder Report Options

Option	Description
Vendors	All items that belong to the selected Vendors are included on the report.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.13.1 Sample Inventory Reorder Report

Purpose
A sample Inventory Reorder Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Inventory Reorder Report

```
Focus Cafe
                                Inv Reorder for 5/21/200X at 5/21/200X 5:54:40 PM Page 1

                                   Purch     Purch Expected                 Par  Minimum
Vendor     Qty     Extended
Item                               Unit      Price On Hand                Level Purchase
Number    Needed     Price
=============================================================================================
============================
```

PFG					
10" Caryouts	Case	25.85	-4 Ea.(s)	1.00	1.00
2.00	51.70				
15.5" Bags	Case	32.88	1.24 Case(s)	1.00	1.00
16 oz. bean cups	Case	17.07	1 Case, 3.72 Slv(s)	1.00	1.00
200 Food Trays	Case	21.00	0 Slv(s)	1.00	1.00
1.00	21.00				
23" Bags	Case	51.22	1.74 Case(s)	1.00	1.00
3" Register Paper	Case	47.32	48 Ea.(s)	1.00	1.00
1.00	47.32				
300 Food Trays	Case	24.50	1 Case, 0.89 Slv	1.00	1.00
6 lb bags	Case	36.07	1.85 Slv(s)	1.00	1.00
1.00	36.07				
7 oz. bean cups	Case	24.35	1 Case, 11.52 Slv(s)	1.00	1.00
9" Caryouts	Case	25.88	2 Case(s), 187 Ea.(s)	1.00	1.00
Apple Turnovers	Case	21.93	1 Case, 110 Ea.(s)	1.00	1.00
Aprons	Box	6.45	5 Box(s)	1.00	1.00
Biscuit Dressing	Case	17.56	1 Case, 0.89 Botl	1.00	1.00
Biscuit Wrap	Case	37.20	8.71 Box(s)	1.00	1.00
1.00	37.20				
Biscuits	Case	31.06	22 Case(s), 290 Ea.(s)	1.00	1.00
Black Bowls	Case	31.24	3.48 Slv(s)	1.00	1.00
1.00	31.24				
Bleach	Case	13.86	0 Gal.(s)	1.00	1.00
1.00	13.86				
Breast Fillets (Fresh)	Case	101.19	0 Bag(s)	1.00	1.00
1.00	101.19				
Breast Fillets (FTF)	Case	87.94	6.89 Bag(s)	1.00	1.00
1.00	87.94				
Breast Strips (Fresh)	Case	69.80	4 Case(s), 4.74 Bag(s)	1.00	1.00
Brooms	Ea.	5.71	4 Ea.(s)	1.00	1.00
Brown Roll Towels	Case	16.17	8 Ea.(s)	1.00	1.00
1.00	16.17				
Buffalo Nuggets	Case	77.12	4 Case(s), 4.57 Bag(s)	1.00	1.00
Buns	Case	17.12	68 Ea.(s)	1.00	1.00
1.00	17.12				
Butter Solids	Case	12.67	11 Ea.(s)	1.00	1.00
1.00	12.67				
Butterfly Season	Case	20.25	0 Ea.(s)	1.00	1.00
1.00	20.25				
Butterfly Shrimp (Fresh)	Case	219.40	0 Box(s)	1.00	1.00
1.00	219.40				
Butterfly Shrimp (FTF)	Case	85.38	0 Bag(s)	1.00	1.00
1.00	85.38				
Cajun Meat	Case	61.94	4 Case(s), 4.03 Chub(s)	1.00	1.00
Cajun Sparkle	Box	33.10	4 Box(s)	1.00	1.00
Catfish Fillets	Case	85.38	1 Case, 2.94 Bag(s)	1.00	1.00
Cattlemans BBQ Sauce	Case	36.40	0 Gal.(s)	1.00	1.00
1.00	36.40				
Cheese Slices	Box	9.04	0 Box(s)	1.00	1.00
1.00	9.04				
Chicken Batter	Case	17.39	3 Case(s), 6.35 Bag(s)	1.00	1.00
Chicken Etouffee Base	Case	52.30	2 Case(s), 1.85 Chub(s)	1.00	1.00
Chicken Flour	Bag	10.46	7 Bag(s), 25.65 Lb(s)	1.00	1.00
Chicken Season (Mild)	Box	30.28	1 Box, 28.42 Bag(s)	1.00	1.00
Chicken Season (Spicy)	Box	48.55	1 Box, 28.42 Bag(s)	1.00	1.00
Chicken Shortening	Box	20.13	28 Box(s)	1.00	1.00
China Markers	Box	5.73	3 Box(s)	1.00	1.00
Cinnamon Sugar	Box	44.56	23.94 Bag(s)	1.00	1.00
1.00	44.56				
Clam Shells	Case	25.28	1 Case, 2 Slv(s)	1.00	1.00
Coctail Sauce	Box	16.46	1 Box	1.00	1.00
Cole Slaw Blend	Box	12.81	5.95 Box(s)	1.00	1.00
Cole Slaw Slurry	Box	16.76	9.97 Box(s)	1.00	1.00
Comet With Bleach	Box	25.13	1 Box, 2 Botl(s)	1.00	1.00
Corn	Box	12.49	1 Box, 24 Ea.(s)	1.00	1.00
Corn Bags	Box	9.39	1 Box	1.00	1.00
Corn Skewers	Box	4.94	6 Box(s)	1.00	1.00
Craver Carton	Case	34.07	0.48 Case(s)	1.00	1.00
1.00	34.07				
Crawfish	Case	114.72	8 Bag(s)	1.00	1.00

1.00	114.72					
Crawfish Etouffee Base	Case	41.28	8 Chub(s)		1.00	1.00
1.00	41.28					
Crawfish Season	Box	23.25	0 Bag(s)		1.00	1.00
1.00	23.25					
Creamy Creole Sauce	Box	15.17	0 Ea.(s)		1.00	1.00
1.00	15.17					
Dawn	Box	24.14	1 Box		1.00	1.00
Deck Brush	Ea.	4.57	2 Ea.(s)		1.00	1.00
Degreaser	Box	23.12	1 Box		1.00	1.00
Dipping Sauce	Box	19.57	7 Box(s), 156 Ea.(s)		1.00	1.00
Dome Lids	Case	35.54	3.98 Slv(s)		1.00	1.00
1.00	35.54					
Drink Mix	Box	48.65	11.59 Box(s)		1.00	1.00
Drink Trays	Case	20.47	1 Case		1.00	1.00
Dust Pan	Ea.	13.25	4 Ea.(s)		1.00	1.00
French Fries	Case	20.39	14 Case(s), 2.98 Bag(s)		1.00	1.00
Fry Bags	Box	11.76	0.99 Box(s)		1.00	1.00
1.00	11.76					
Fryer Cleaner Powder	Box	129.00	1.50 Botl(s)		1.00	1.00
1.00	129.00					
Fryer Gloves	Pair	13.01	1 Pair		1.00	1.00
Gravy Base	Case	52.64	8.26 Chub(s)		1.00	1.00
1.00	52.64					
Hair Nets	Box	16.00	0 Box(s)		1.00	1.00
1.00	16.00					
Hand Sanitizer	Box	16.20	1 Box, 2 Bag(s)		1.00	1.00
Honey Packets	Box	9.62	1 Box		1.00	1.00
Jalepeno Peppers	Case	15.20	5.89 Can(s)		1.00	1.00
1.00	15.20					
Jelly Packets	Box	14.66	1 Box		1.00	1.00
Ketchup Packets	Box	17.52	1.92 Box(s)		1.00	1.00
Kids Meal Toys	Box	108.67	75 Ea.(s)		1.00	1.00
1.00	108.67					
King Shrimp	Box	174.42	0 Bag(s)		1.00	1.00
1.00	174.42					
Large Drink Cup	Case	29.45	8.88 Slv(s)		1.00	1.00
1.00	29.45					
Large Drink Lids	Case	16.20	1 Case, 1.95 Slv(s)		1.00	1.00
Latex Gloves	Case	30.86	1 Case, 4 Box(s)		1.00	1.00
Leaf Lettuce	Box	10.67	0 Box(s)		1.00	1.00
1.00	10.67					
Liquid Shortening Starter	Botl	17.92	0 Botl(s)		1.00	1.00
1.00	17.92					
Liver	Case	16.00	0 Bag(s)		1.00	1.00
1.00	16.00					
Louisiana Hot Sauce	Box	9.01	1 Box		1.00	1.00
Mashed Potatoes	Box	40.79	2 Box(s), 23.06 Bag(s)		1.00	1.00
Mayonise	Box	16.28	3.99 Gal.(s)		1.00	1.00
1.00	16.28					
Medium Drink Cups	Case	36.23	18.66 Slv(s)		1.00	1.00
1.00	36.23					
Mississippi Mud Cake	Box	26.98	1 Box, 12 Ea.(s)		1.00	1.00
Mop Handle	Ea.	4.11	0 Ea.(s)		1.00	1.00
1.00	4.11					
Mophead	Ea.	5.79	4 Ea.(s)		1.00	1.00
Multi Purpose Batter	Case	40.70	0 Bag(s)		1.00	1.00
1.00	40.70					
Munchie Cups	Case	41.87	0 Slv(s)		1.00	1.00
1.00	41.87					
Napkins	Case	21.94	8.77 Bale(s)		1.00	1.00
1.00	21.94					
Onion Rings	Case	34.26	3 Case(s), 2.48 Bag(s)		1.00	1.00
Oven Cleaner	Box	24.24	1 Box, 1 Ea.		1.00	1.00
Paper Towels	Case	15.90	1 Case, 20 Ea.(s)		1.00	1.00
Pepper Bags	Box	11.16	1.00 Box(s)		1.00	1.00
1.00	11.16					
Pepper Packets	Box	7.50	1 Box, 0.92 Bag		1.00	1.00
Pickles	B	15.37	1.00 B(s)		1.00	1.00
1.00	15.37					
Pie Sleeves	Box	37.69	0.99 Box(s)		1.00	1.00

1.00	37.69					
	Plastic Gloves	Box	4.03	1 Box	1.00	1.00
	Popcorn Chicken	Case	69.92	5 Bag(s)	1.00	1.00
1.00	69.92					
	Popcorn Shrimp	Case	71.69	-0.51 Bag(s)	1.00	1.00
2.00	143.38					
	Red Beans	Case	36.11	8 Case(s), 5.94 Chub(s)	1.00	1.00
	Red Rice Season	Box	43.91	1 Box, 59.52 Bag(s)	1.00	1.00
	Rice	Bag	27.17	1 Bag, 20.15 Lb(s)	1.00	1.00
	Safeguard Hand Soap	Box	20.10	1.50 Botl(s)	1.00	1.00
1.00	20.10					
	Salt (Bulk)	Bag	4.57	-0.12 Lb(s)	1.00	1.00
2.00	9.14					
	Salt Packets	Box	5.77	1 Box, 0.88 Bag	1.00	1.00
	Sanatizer	Box	29.48	1 Box, 1 Botl	1.00	1.00
	Sanatizer test strips	Roll	4.81	0 Roll(s)	1.00	1.00
1.00	4.81					
	Sandwich Wrap	Box	60.28	1.00 Box(s)	1.00	1.00
1.00	60.28					
	Scouring Pads	Box	11.76	7 Box(s)	1.00	1.00
	Season Gloves	Pair	6.99	1 Pair	1.00	1.00
	Shallots	Box	41.22	26.51 Bag(s)	1.00	1.00
1.00	41.22					
	Shrimp Breading	Bag	17.00	0 Lb(s)	1.00	1.00
1.00	17.00					
	Sliced Apple Pie	Box	20.60	0 Ea.(s)	1.00	1.00
1.00	20.60					
	Sliced Lemon Pie	Box	21.85	0 Ea.(s)	1.00	1.00
1.00	21.85					
	Sliced Mardi Gras Cheesecake	Box	27.50	1 Box, 3 Ea.(s)	1.00	1.00
	Sliced Pecan Pie	Box	25.87	0 Ea.(s)	1.00	1.00
1.00	25.87					
	Small & Large Bean Lids	Case	25.23	1 Case, 4.94 Slv(s)	1.00	1.00
	Small & Meduim Drink Lid	Case	21.91	1 Case, 1.27 Slv(s)	1.00	1.00
	Small Dinner Box	Case	30.77	6 Case(s), 0.57 Slv	1.00	1.00
	Small Drink Cup	Case	31.85	4.88 Slv(s)	1.00	1.00
1.00	31.85					
	Snack Box	Case	16.54	2 Case(s), 1.62 Slv(s)	1.00	1.00
	Spic & Span Floor Cleaner	Box	31.94	1 Box	1.00	1.00
	Spic & Span Glass Cleaner	Box	40.41	1.75 Botl(s)	1.00	1.00
1.00	40.41					
	Spicy Spread	Case	25.75	6.97 Chub(s)	1.00	1.00
1.00	25.75					
	Sporks	Box	16.16	2.86 Box(s)	1.00	1.00
	Squeegee	Ea.	6.02	2 Ea.(s)	1.00	1.00
	Stainless Steel Cleaner	Box	13.80	1 Botl	1.00	1.00
1.00	13.80					
	Straws	Case	36.51	12.92 Bag(s)	1.00	1.00
1.00	36.51					
	Tartar Sauce	Box	13.14	193 Ea.(s)	1.00	1.00
1.00	13.14					
	Toilet paper	Case	33.60	1 Case, 2 Roll(s)	1.00	1.00
	Tomato	Case	18.92	0 Case(s)	1.00	1.00
1.00	18.92					
	Trash Liners	Box	19.92	5 Roll(s)	1.00	1.00
1.00	19.92					
	Tray Liners	Box	27.14	0.48 Box(s)	1.00	1.00
1.00	27.14					
	Water Cups	Case	48.60	15 Slv(s)	1.00	1.00
1.00	48.60					
	Wipes	Box	9.37	1 Box	1.00	1.00
	Ziplock Bags (Quart)	Box	20.70	0.74 Box(s)	1.00	1.00
1.00	20.70					
TYSON						
Contact LINDA						
	8 pc chicken	Case	31.21	32.09 Case(s)	1.00	1.00
	Chicken Wings (Whole)	Case	57.27	0 Case(s)	1.00	1.00
1.00	57.27					
	Dark Chicken	Case	19.86	4.74 Case(s)	1.00	1.00
	Wingers	Case	47.41	0 Case(s)	1.00	1.00

```
1.00     47.41

COKE
  2 liter coke                    Ea.      0.99 0 Ea.(s)               1.00     1.00
1.00      0.99
  Bottled Water                   Case    10.10 4 Case(s), 10 Ea.(s)   1.00     1.00
-------------------------------------------------------------------------------------
--------------------------
  Total
2796.20
```

Figure x.x Inventory Reorder Report Fields

Field	Description
Item	The name of the Inventory Item.
Purch Unit	The Purchase Unit defined for the item.
Purch Price	The last price paid for the item within the inventory period.
Expected On Hand	The theoretical number of items in stock.
Par Level	The Par Level defined for the item.
Minimum Purchase	The minimum purchase defined for the item.
Vendor Number	The Vendor Number defined for the item.
Qty Needed	Equals the Expected On Hand minus the Par Level.
Extended Price	Extended Price equals Qty Needed multiplied by Purch Price.

Related Topics (none)

[TOP]

12.3.1.14 Inventory Usage Analysis Report

Purpose
The Inventory Usage Analysis Report compares the actual inventory count compared to the projected or ideal inventory count (Variance Report).

Accessing the Inventory Usage Analysis Report Options
While in Focus Setup, select Reports > Setup and then select the Inventory Usage Analysis Report.

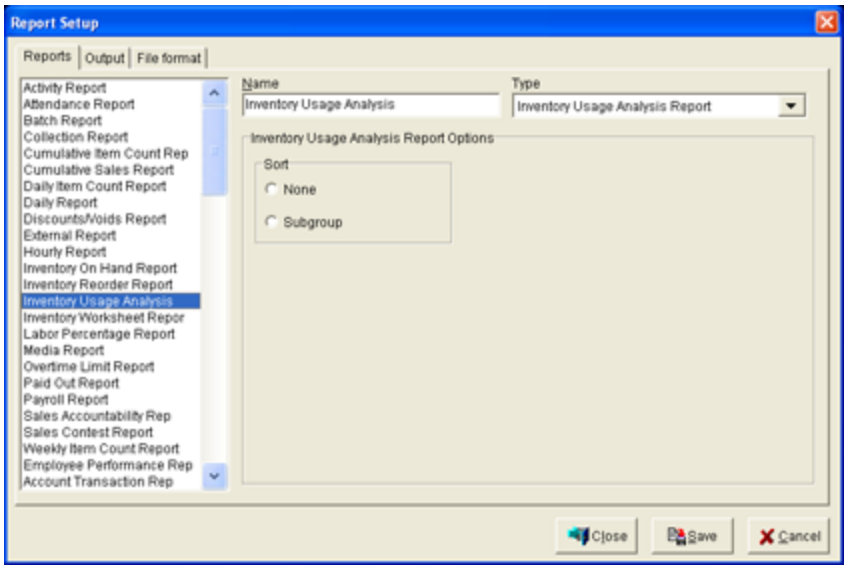


Figure x.x Inventory Usage Analysis Report Options

Option	Description	
Sort	**None**	This option is the set by default.
	Subgroup	Select this option to sort by Subgroup. Sorting by Subgroup overrides the Sort option specified in the Inventory Works Inventory Worksheet with the Sort Option set to Item and the Sort Option for the report was set to Subgroup then the break totals would appear by Subgroup.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.14.1 Sample Inventory Usage Analysis Report

Purpose
A sample Inventory Usage Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Inventory Usage Report

Focus Cafe

Inv Usage for 5/20/200X

Item	Beg. Date	Unit Cost	Stock Unit	Begin Inv.	+ Purchases	- Sales	= Proj. End Inv.	Actual End Inv
				Unit Usage				
O F Freezer								
Apple Turnovers	05/14/0X	0.18	Ea.	160.00	240.00	131.00	269.00	240.0
Biscuits	05/14/0X	0.10	Ea.	5920.00	3840.00	3049.00	6711.00	7500.0
Breast Fillets (Fresh)	05/14/0X	12.65	Bag	0.00	0.00	0.00	0.00	0.0
Breast Fillets (FTF)	05/14/0X	10.99	Bag	8.00	0.00	2.50	5.50	7.0
Breast Strips (Fresh)	05/14/0X	8.73	Bag	32.00	16.00	16.42	31.58	38.0
Buffalo Nuggets	05/14/0X	9.64	Bag	35.00	16.00	14.86	36.14	38.0
Buns	05/14/0X	0.18	Ea.	80.00	0.00	45.00	35.00	70.0

Butter Solids	05/14/0X	0.35	Ea.	11.00	0.00	0.54	10.46	11.0
Butterfly Shrimp (Fresh)	05/14/0X	21.94	Box	0.00	0.00	0.00	0.00	0.0
Butterfly Shrimp (FTF)	05/14/0X	8.54	Bag	0.00	0.00	0.00	0.00	0.0
Cajun Meat	05/14/0X	6.88	Chub	32.00	18.00	9.24	40.76	41.0
Catfish Fillets	05/14/0X	14.23	Bag	4.00	6.00	0.48	9.52	9.0
Chicken Etouffee Base	05/14/0X	5.81	Chub	18.00	9.00	0.85	26.15	20.0
Corn	05/14/0X	0.26	Ea.	52.00	48.00	27.00	73.00	72.0
Crawfish	05/14/0X	2.39	Bag	8.00	0.00	0.00	8.00	8.0
Crawfish Etouffee Base	05/14/0X	3.44	Chub	8.00	0.00	0.00	8.00	8.0
French Fries	05/14/0X	3.40	Bag	66.00	36.00	34.82	67.18	89.0
Gravy Base	05/14/0X	5.85	Chub	65.00	9.00	13.28	60.72	9.0
King Shrimp	05/14/0X	29.07	Bag	0.00	0.00	0.00	0.00	0.0
Mississippi Mud Cake	05/14/0X	0.56	Ea.	26.00	48.00	9.00	65.00	60.0
Onion Rings	05/14/0X	3.81	Bag	20.00	18.00	6.10	31.90	30.0
Popcorn Chicken	05/14/0X	8.74	Bag	0.00	0.00	0.00	0.00	5.0
Popcorn Shrimp	05/14/0X	7.17	Bag	30.00	20.00	6.64	43.36	0.0
Red Beans	05/14/0X	4.01	Chub	75.00	36.00	54.67	56.33	82.0
Shallots	05/14/0X	1.47	Bag	29.00	0.00	4.62	24.38	27.0
Sliced Apple Pie	05/14/0X	0.43	Ea.	0.00	0.00	0.00	0.00	0.0
Sliced Lemon Pie	05/14/0X	0.46	Ea.	0.00	0.00	0.00	0.00	0.0
Sliced Mardi Gras Cheesecake	05/14/0X	0.57	Ea.	26.00	48.00	17.00	57.00	54.0
Sliced Pecan Pie	05/14/0X	0.54	Ea.	0.00	0.00	0.00	0.00	0.0
O F Freezer Totals				6705.00	4408.00	3443.00	7670.00	8418.0
Chicken								
8 pc chicken	05/14/0X	31.21	Case	30.00	57.00	45.07	41.93	35.0
Chicken Wings (Whole)	05/14/0X	57.27	Case	0.00	0.00	0.00	0.00	0.0
Dark Chicken	05/14/0X	19.86	Case	5.00	4.00	10.14	-1.14	5.0
Wingers	05/14/0X	47.41	Case	0.00	0.00	0.00	0.00	0.0
Chicken Totals				35.00	61.00	55.21	40.79	40.0
Cleaning								
3" Register Paper	05/14/0X	0.95	Ea.	35.00	0.00	0.00	35.00	48.0
Aprons	05/14/0X	6.45	Box	5.00	0.00	0.00	5.00	5.0
Bleach	05/14/0X	2.31	Gal.	0.00	0.00	0.00	0.00	0.0
Brooms	05/14/0X	5.71	Ea.	4.00	0.00	0.00	4.00	4.0
Brown Roll Towels	05/14/0X	1.35	Ea.	8.00	12.00	0.00	20.00	8.0
China Markers	05/14/0X	5.73	Box	3.00	0.00	0.00	3.00	3.0
Comet With Bleach	05/14/0X	8.38	Botl	6.00	0.00	0.00	6.00	5.0
Dawn	05/14/0X	8.05	Gal.	2.00	3.00	0.00	5.00	3.0
Deck Brush	05/14/0X	4.57	Ea.	2.00	0.00	0.00	2.00	2.0
Degreaser	05/14/0X	5.78	Botl	6.00	4.00	0.00	10.00	4.0
Dust Pan	05/14/0X	13.25	Ea.	4.00	0.00	0.00	4.00	4.0
Fryer Cleaner Powder	05/14/0X	32.25	Botl	2.00	0.00	0.00	2.00	1.5
Fryer Gloves	05/14/0X	13.01	Pair	1.00	0.00	0.00	1.00	1.0
Hair Nets	05/14/0X	16.00	Box	0.00	0.00	0.00	0.00	0.0
Hand Sanitizer	05/14/0X	2.70	Bag	8.00	0.00	0.00	8.00	8.0
Latex Gloves	05/14/0X	3.09	Box	1.00	0.00	0.00	1.00	14.0
Mop Handle	05/14/0X	4.11	Ea.	4.00	0.00	0.00	4.00	0.0
Mophead	05/14/0X	5.79	Ea.	4.00	0.00	0.00	4.00	4.0
Oven Cleaner	05/14/0X	4.04	Ea.	8.00	0.00	0.00	8.00	7.0
Paper Towels	05/14/0X	0.53	Ea.	8.00	0.00	0.00	8.00	50.0
Plastic Gloves	05/14/0X	4.03	Box	0.00	10.00	0.00	10.00	1.0
Safeguard Hand Soap	05/14/0X	10.05	Botl	2.00	0.00	0.00	2.00	1.5
Sanatizer	05/14/0X	9.83	Botl	0.00	0.00	0.00	0.00	4.0
Sanatizer test strips	05/14/0X	4.81	Roll	0.00	0.00	0.00	0.00	0.0
Scouring Pads	05/14/0X	11.76	Box	2.00	1.00	0.00	3.00	7.0
Season Gloves	05/14/0X	6.99	Pair	1.00	0.00	0.00	1.00	1.0
Spic & Span Floor Cleaner	05/14/0X	10.65	Botl	1.50	6.00	0.00	7.50	3.0
Spic & Span Glass Cleaner	05/14/0X	13.47	Botl	2.00	0.00	0.00	2.00	1.7
Squeegee	05/14/0X	6.02	Ea.	2.00	0.00	0.00	2.00	2.0
Stainless Steel Cleaner	05/14/0X	2.30	Botl	0.00	0.00	0.00	0.00	1.0
Toilet paper	05/14/0X	0.35	Roll	100.00	0.00	0.00	100.00	98.0
Trash Liners	05/14/0X	1.99	Roll	7.00	0.00	0.00	7.00	5.0
Wipes	05/14/0X	9.37	Box	1.00	0.00	0.00	1.00	1.0
Cleaning Totals				229.50	36.00	0.00	265.50	297.7
Batter & Season								

Butterfly Season	05/14/0X	0.27	Ea.	0.00	0.00	0.00	0.00	0.0
Chicken Season (Mild)	05/14/0X	0.43	Bag	50.00	70.00	27.60	92.40	100.0
Chicken Season (Spicy)	05/14/0X	0.97	Bag	50.00	50.00	27.60	72.40	80.0
Cinnamon Sugar	05/14/0X	1.86	Bag	3.00	24.00	0.82	26.18	24.0
Crawfish Season	05/14/0X	0.31	Bag	0.00	0.00	0.00	0.00	0.0
Red Rice Season	05/14/0X	0.73	Bag	64.00	60.00	6.39	117.61	120.0
Batter & Season Totals				167.00	204.00	62.41	308.59	324.0
Drink Mix								
2 liter coke	05/14/0X	0.99	Ea.	0.00	0.00	0.00	0.00	0.0
Bottled Water	05/14/0X	0.42	Ea.	24.00	120.00	15.00	129.00	107.0
Drink Mix	05/14/0X	48.65	Box	11.00	6.00	5.60	11.40	12.0
Drink Mix Totals				35.00	126.00	20.60	140.40	119.0
Paper								
10" Caryouts	05/14/0X	0.17	Ea.	0.00	0.00	72.00	-72.00	0.0
15.5" Bags	05/14/0X	32.88	Case	1.50	0.00	0.08	1.42	1.2
16 oz. bean cups	05/14/0X	0.85	Slv	88.00	20.00	19.88	88.12	25.0
200 Food Trays	05/14/0X	5.25	Slv	0.00	0.00	0.00	0.00	0.0
23" Bags	05/14/0X	51.22	Case	2.00	0.00	0.21	1.79	1.7
300 Food Trays	05/14/0X	6.13	Slv	5.00	0.00	1.62	3.38	5.0
6 lb bags	05/14/0X	9.02	Slv	4.00	0.00	2.24	1.76	2.0
7 oz. bean cups	05/14/0X	1.22	Slv	88.00	20.00	20.48	87.52	33.0
9" Caryouts	05/14/0X	0.13	Ea.	600.00	600.00	314.00	886.00	600.0
Biscuit Wrap	05/14/0X	3.10	Box	13.00	0.00	4.46	8.54	9.0
Black Bowls	05/14/0X	7.81	Slv	2.00	0.00	0.09	1.91	3.5
Clam Shells	05/14/0X	4.21	Slv	0.00	6.00	0.00	6.00	8.0
Corn Bags	05/14/0X	9.39	Box	1.00	0.00	0.01	0.99	1.0
Corn Skewers	05/14/0X	4.94	Box	4.00	0.00	0.03	3.97	6.0
Craver Carton	05/14/0X	34.07	Case	0.50	0.00	0.15	0.35	0.5
Dome Lids	05/14/0X	8.89	Slv	4.00	0.00	0.09	3.91	4.0
Drink Trays	05/14/0X	20.47	Case	1.00	0.00	0.00	1.00	1.0
Fry Bags	05/14/0X	11.76	Box	1.00	0.00	0.08	0.92	1.0
Kids Meal Toys	05/14/0X	0.54	Ea.	200.00	0.00	19.00	181.00	75.0
Large Drink Cup	05/14/0X	1.96	Slv	7.00	0.00	1.65	5.35	9.0
Large Drink Lids	05/14/0X	1.62	Slv	10.00	0.00	0.66	9.34	12.0
Medium Drink Cups	05/14/0X	1.51	Slv	70.00	0.00	18.40	51.60	20.0
Munchie Cups	05/14/0X	2.09	Slv	0.00	0.00	0.00	0.00	0.0
Napkins	05/14/0X	2.44	Bale	20.00	9.00	4.48	24.52	9.0
Pepper Bags	05/14/0X	11.16	Box	1.00	0.00	0.03	0.97	1.0
Pie Sleeves	05/14/0X	37.69	Box	1.00	0.00	0.09	0.91	1.0
Sandwich Wrap	05/14/0X	60.28	Box	1.00	0.00	0.02	0.98	1.0
Small & Large Bean Lids	05/14/0X	1.26	Slv	68.00	20.00	15.21	72.79	26.0
Small & Meduim Drink Lid	05/14/0X	0.91	Slv	30.00	0.00	9.86	20.14	26.0
Small Dinner Box	05/14/0X	7.69	Slv	38.00	8.00	5.97	40.03	25.0
Small Drink Cup	05/14/0X	1.33	Slv	8.00	0.00	1.32	6.68	5.0
Snack Box	05/14/0X	8.27	Slv	14.00	2.00	6.42	9.58	6.0
Sporks	05/14/0X	16.16	Box	2.00	2.00	2.05	1.95	3.0
Straws	05/14/0X	1.52	Bag	10.00	0.00	1.05	8.95	13.0
Tray Liners	05/14/0X	27.14	Box	0.50	0.00	0.24	0.26	0.5
Water Cups	05/14/0X	1.22	Slv	17.00	0.00	0.00	17.00	15.0
Paper Totals				1312.50	687.00	521.87	1477.63	949.5
Other Foods Dry								
Cajun Sparkle	05/14/0X	33.10	Box	4.00	0.00	0.00	4.00	4.0
Cattlemans BBQ Sauce	05/14/0X	9.10	Gal.	0.00	0.00	0.00	0.00	0.0
Chicken Batter	05/14/0X	1.74	Bag	34.00	10.00	28.59	15.41	38.0
Chicken Flour	05/14/0X	0.21	Lb	300.00	500.00	425.28	374.72	400.0
Chicken Shortening	05/14/0X	20.13	Box	30.00	16.00	0.00	46.00	28.0
Honey Packets	05/14/0X	9.62	Box	1.00	1.00	0.00	2.00	1.0
Jalepeno Peppers	05/14/0X	2.53	Can	5.00	6.00	1.98	9.02	6.0
Jelly Packets	05/14/0X	14.66	Box	1.00	0.00	0.00	1.00	1.0
Ketchup Packets	05/14/0X	17.52	Box	2.00	1.00	1.19	1.81	2.0
Liquid Shortening Starter	05/14/0X	17.92	Botl	0.00	0.00	0.00	0.00	0.0
Louisiana Hot Sauce	05/14/0X	9.01	Box	1.00	0.00	0.00	1.00	1.0
Mashed Potatoes	05/14/0X	0.97	Bag	83.00	84.00	53.11	113.89	110.0
Mayonise	05/14/0X	4.07	Gal.	4.00	0.00	0.18	3.82	4.0
Multi Purpose Batter	05/14/0X	4.07	Bag	0.00	0.00	0.00	0.00	0.0

Pepper Packets	05/14/0X	2.50	Bag	4.00	3.00	1.16	5.84	4.0
Rice	05/14/0X	0.54	Lb	75.00	50.00	55.02	69.98	75.0
Salt (Bulk)	05/14/0X	0.18	Lb	0.00	0.00	1.38	-1.38	0.0
Salt Packets	05/14/0X	1.92	Bag	4.00	0.00	1.87	2.13	4.0
Shrimp Breading	05/14/0X	0.34	Lb	0.00	0.00	0.00	0.00	0.0
Ziplock Bags (Quart)	05/14/0X	20.70	Box	1.00	0.00	0.15	0.85	0.7
Other Foods Dry Totals				549.00	671.00	569.90	650.10	678.7
O F Cooler								
Biscuit Dressing	05/14/0X	8.78	Botl	5.00	2.00	1.86	5.14	3.0
Cheese Slices	05/14/0X	9.04	Box	0.00	0.00	0.00	0.00	0.0
Coctail Sauce	05/14/0X	0.08	Ea.	150.00	0.00	0.00	150.00	200.0
Cole Slaw Blend	05/14/0X	12.81	Box	17.00	2.00	1.09	17.91	6.0
Cole Slaw Slurry	05/14/0X	16.76	Box	7.00	0.00	0.65	6.35	10.0
Creamy Creole Sauce	05/14/0X	0.13	Ea.	0.00	0.00	0.00	0.00	0.0
Dipping Sauce	05/14/0X	0.10	Ea.	1600.00	400.00	484.00	1516.00	1600.0
Leaf Lettuce	05/14/0X	10.67	Box	0.00	0.00	0.00	0.00	0.0
Liver	05/14/0X	2.00	Bag	0.00	0.00	0.00	0.00	0.0
Pickles	05/14/0X	15.37	B	1.00	0.00	0.03	0.97	1.0
Spicy Spread	05/14/0X	1.61	Chub	7.00	0.00	0.75	6.25	7.0
Tartar Sauce	05/14/0X	0.07	Ea.	4.00	0.00	84.00	-80.00	200.0
Tomato	05/14/0X	18.92	Case	0.00	0.00	0.00	0.00	0.0
O F Cooler Totals				1791.00	404.00	572.38	1622.62	2027.0
Totals				10824.00	6597.00	5245.37	12175.63	12854.0

Figure x.x Inventory Usage Analysis Report Fields

Field	Description
Item	The name of the Inventory Item.
Beg. Date	The date that a physical count was last taken for the item.
Stock Unit	The Stock Unit defined for the item.
Unit Cost	The Unit Cost is the moving average cost of the Ingredient Item.
Begin Inv	The starting count of goods.
Units Purchased	The number of Ingredient Items purchased during the inventory period.
Sales	The depletion of the Ingredient Items during the inventory period.
Proj. End Inv	Beginning Inventory plus Units Purchased minus sales for the Ingredient Item in the period.
Actual End. Inv	The physical Ending Inventory that was counted.
Variance	Variance equals Actual End Inv. minus Proj. End Inv.
Proj. End. Inv. Dollar Usage	Proj. End Inv Units multiplied by the Unit Cost.
Actual End Inv. Dollar Usage.	Actual End Inv. multiplied by the Unit Cost.
Variance Dollar Usage	Variance Dollar Usage equals Actual End Inv. Dollar Usage minus Proj. End Inv. Dollar Usage.
Percent Variance	Percent Variance equals the Variance (units) divided by Actual End Inv.
Cost of Goods Sold	Cost of Goods Sold is computed by multiplying Unit Sales by Unit Cost.
Cost of Goods Sold %.	Cost of Goods Sold % is computed by dividing Cost of Goods Sold by Net Sales.
Variance	Variance is computed by subtracting Cost of Goods Used from Cost of Goods Sold.

Related Topics (none)

[TOP]

12.3.1.15 Inventory Worksheet Report

Purpose
The Inventory Worksheet Report is used to take the actual inventory.

Accessing the Inventory Worksheet Report Options
While in Focus Setup, select Reports > Setup and then select the Inventory Worksheet Report.

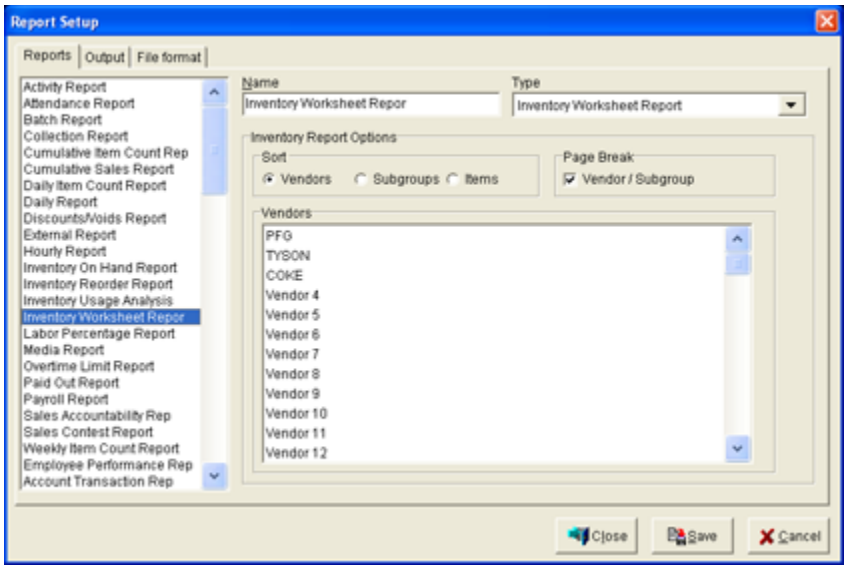


Figure x.x Inventory Worksheet Report Options

Field	Description	
Sort	**Vendors**	Select the Vendors for the report. All items that belong to the selected Vendors are included on the re encountered.
	Subgroups	Select the Subgroups for the report. All items that belong to the selected Subgroups are included on th Subgroup is encountered
	Items	Select the items for the report. Only items that are explicitly selected are included on the report.
Page Break	**Vendor / Subgroup**	A page break occurs after each Vendor or Subgroup if the page break option is on

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.15.1 Sample Inventory Worksheet Report

Purpose
A sample Inventory Worksheet Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

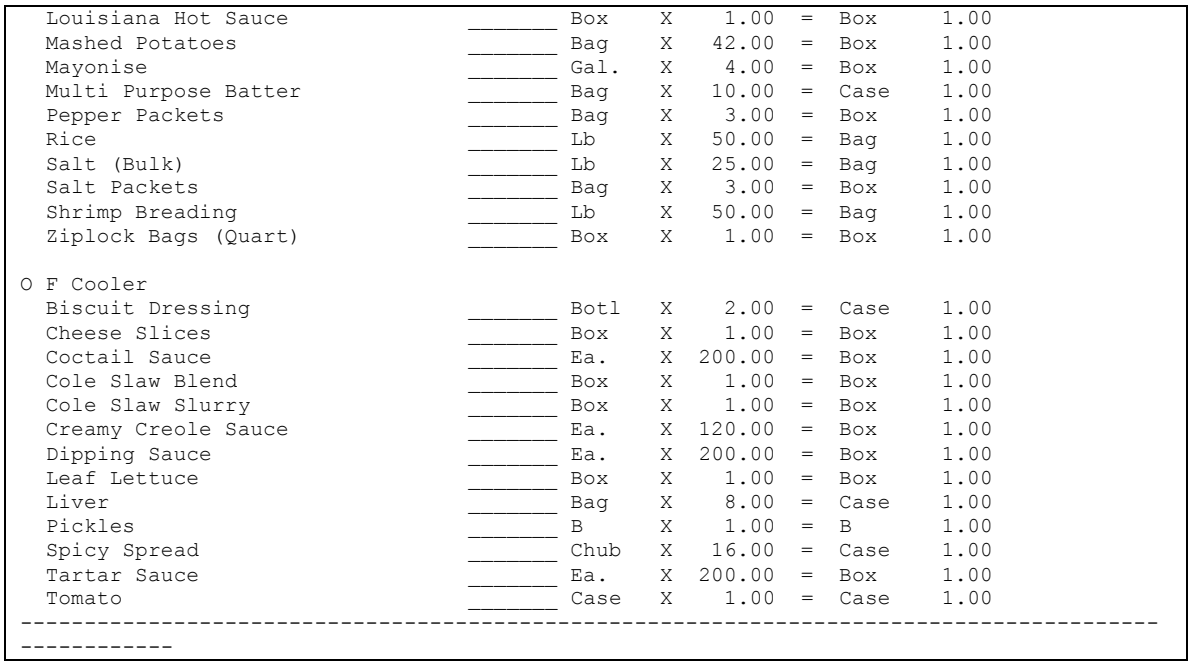
Figure x.x Sample Inventory Worksheet Report

Focus Cafe

Inv Worksheet at 5/21/200X 6:03:55 PM Page 1

Item	Qty	Stock Unit	X	Conv. Factor	=	Purch. Unit	Par Level	Price
O F Freezer								
Apple Turnovers	_____	Ea.	X	120.00	=	Case	1.00	
Biscuits	_____	Ea.	X	320.00	=	Case	1.00	
Breast Fillets (Fresh)	_____	Bag	X	8.00	=	Case	1.00	
Breast Fillets (FTF)	_____	Bag	X	8.00	=	Case	1.00	
Breast Strips (Fresh)	_____	Bag	X	8.00	=	Case	1.00	
Buffalo Nuggets	_____	Bag	X	8.00	=	Case	1.00	
Buns	_____	Ea.	X	96.00	=	Case	1.00	
Butter Solids	_____	Ea.	X	36.00	=	Case	1.00	
Butterfly Shrimp (Fresh)	_____	Box	X	10.00	=	Case	1.00	
Butterfly Shrimp (FTF)	_____	Bag	X	10.00	=	Case	1.00	
Cajun Meat	_____	Chub	X	9.00	=	Case	1.00	
Catfish Fillets	_____	Bag	X	6.00	=	Case	1.00	
Chicken Etouffee Base	_____	Chub	X	9.00	=	Case	1.00	
Corn	_____	Ea.	X	48.00	=	Box	1.00	
Crawfish	_____	Bag	X	48.00	=	Case	1.00	
Crawfish Etouffee Base	_____	Chub	X	12.00	=	Case	1.00	
French Fries	_____	Bag	X	6.00	=	Case	1.00	
Gravy Base	_____	Chub	X	9.00	=	Case	1.00	
King Shrimp	_____	Bag	X	6.00	=	Box	1.00	
Mississippi Mud Cake	_____	Ea.	X	48.00	=	Box	1.00	
Onion Rings	_____	Bag	X	9.00	=	Case	1.00	
Popcorn Chicken	_____	Bag	X	8.00	=	Case	1.00	
Popcorn Shrimp	_____	Bag	X	10.00	=	Case	1.00	
Red Beans	_____	Chub	X	9.00	=	Case	1.00	
Shallots	_____	Bag	X	28.00	=	Box	1.00	
Sliced Apple Pie	_____	Ea.	X	48.00	=	Box	1.00	
Sliced Lemon Pie	_____	Ea.	X	48.00	=	Box	1.00	
Sliced Mardi Gras Cheesecake	_____	Ea.	X	48.00	=	Box	1.00	
Sliced Pecan Pie	_____	Ea.	X	48.00	=	Box	1.00	
Chicken								
8 pc chicken	_____	Case	X	1.00	=	Case	1.00	
Chicken Wings (Whole)	_____	Case	X	1.00	=	Case	1.00	
Dark Chicken	_____	Case	X	1.00	=	Case	1.00	
Wingers	_____	Case	X	1.00	=	Case	1.00	
Cleaning								
3" Register Paper	_____	Ea.	X	50.00	=	Case	1.00	
Aprons	_____	Box	X	1.00	=	Box	1.00	
Bleach	_____	Gal.	X	6.00	=	Case	1.00	
Brooms	_____	Ea.	X	1.00	=	Ea.	1.00	
Brown Roll Towels	_____	Ea.	X	12.00	=	Case	1.00	
China Markers	_____	Box	X	1.00	=	Box	1.00	
Comet With Bleach	_____	Botl	X	3.00	=	Box	1.00	
Dawn	_____	Gal.	X	3.00	=	Box	1.00	
Deck Brush	_____	Ea.	X	1.00	=	Ea.	1.00	
Degreaser	_____	Botl	X	4.00	=	Box	1.00	
Dust Pan	_____	Ea.	X	1.00	=	Ea.	1.00	
Fryer Cleaner Powder	_____	Botl	X	4.00	=	Box	1.00	
Fryer Gloves	_____	Pair	X	1.00	=	Pair	1.00	
Hair Nets	_____	Box	X	1.00	=	Box	1.00	
Hand Sanitizer	_____	Bag	X	6.00	=	Box	1.00	
Latex Gloves	_____	Box	X	10.00	=	Case	1.00	
Mop Handle	_____	Ea.	X	1.00	=	Ea.	1.00	
Mophead	_____	Ea.	X	1.00	=	Ea.	1.00	
Oven Cleaner	_____	Ea.	X	6.00	=	Box	1.00	
Paper Towels	_____	Ea.	X	30.00	=	Case	1.00	
Plastic Gloves	_____	Box	X	1.00	=	Box	1.00	
Safeguard Hand Soap	_____	Botl	X	2.00	=	Box	1.00	
Sanatizer	_____	Botl	X	3.00	=	Box	1.00	
Sanatizer test strips	_____	Roll	X	1.00	=	Roll	1.00	
Scouring Pads	_____	Box	X	1.00	=	Box	1.00	

Season Gloves	_____	Pair	X	1.00	=	Pair	1.00
Spic & Span Floor Cleaner	_____	Botl	X	3.00	=	Box	1.00
Spic & Span Glass Cleaner	_____	Botl	X	3.00	=	Box	1.00
Squeegee	_____	Ea.	X	1.00	=	Ea.	1.00
Stainless Steel Cleaner	_____	Botl	X	6.00	=	Box	1.00
Toilet paper	_____	Roll	X	96.00	=	Case	1.00
Trash Liners	_____	Roll	X	10.00	=	Box	1.00
Wipes	_____	Box	X	1.00	=	Box	1.00
Batter & Season							
Butterfly Season	_____	Ea.	X	75.00	=	Case	1.00
Chicken Season (Mild)	_____	Bag	X	70.00	=	Box	1.00
Chicken Season (Spicy)	_____	Bag	X	50.00	=	Box	1.00
Cinnamon Sugar	_____	Bag	X	24.00	=	Box	1.00
Crawfish Season	_____	Bag	X	75.00	=	Box	1.00
Red Rice Season	_____	Bag	X	60.00	=	Box	1.00
Drink Mix							
2 liter coke	_____	Ea.	X	1.00	=	Ea.	1.00
Bottled Water	_____	Ea.	X	24.00	=	Case	1.00
Drink Mix	_____	Box	X	1.00	=	Box	1.00
Paper							
10" Caryouts	_____	Ea.	X	150.00	=	Case	1.00
15.5" Bags	_____	Case	X	1.00	=	Case	1.00
16 oz. bean cups	_____	Slv	X	20.00	=	Case	1.00
200 Food Trays	_____	Slv	X	4.00	=	Case	1.00
23" Bags	_____	Case	X	1.00	=	Case	1.00
300 Food Trays	_____	Slv	X	4.00	=	Case	1.00
6 lb bags	_____	Slv	X	4.00	=	Case	1.00
7 oz. bean cups	_____	Slv	X	20.00	=	Case	1.00
9" Caryouts	_____	Ea.	X	200.00	=	Case	1.00
Biscuit Wrap	_____	Box	X	12.00	=	Case	1.00
Black Bowls	_____	Slv	X	4.00	=	Case	1.00
Clam Shells	_____	Slv	X	6.00	=	Case	1.00
Corn Bags	_____	Box	X	1.00	=	Box	1.00
Corn Skewers	_____	Box	X	1.00	=	Box	1.00
Craver Carton	_____	Case	X	1.00	=	Case	1.00
Dome Lids	_____	Slv	X	4.00	=	Case	1.00
Drink Trays	_____	Case	X	1.00	=	Case	1.00
Fry Bags	_____	Box	X	1.00	=	Box	1.00
Kids Meal Toys	_____	Ea.	X	200.00	=	Box	1.00
Large Drink Cup	_____	Slv	X	15.00	=	Case	1.00
Large Drink Lids	_____	Slv	X	10.00	=	Case	1.00
Medium Drink Cups	_____	Slv	X	24.00	=	Case	1.00
Munchie Cups	_____	Slv	X	20.00	=	Case	1.00
Napkins	_____	Bale	X	9.00	=	Case	1.00
Pepper Bags	_____	Box	X	1.00	=	Box	1.00
Pie Sleeves	_____	Box	X	1.00	=	Box	1.00
Sandwich Wrap	_____	Box	X	1.00	=	Box	1.00
Small & Large Bean Lids	_____	Slv	X	20.00	=	Case	1.00
Small & Meduim Drink Lid	_____	Slv	X	24.00	=	Case	1.00
Small Dinner Box	_____	Slv	X	4.00	=	Case	1.00
Small Drink Cup	_____	Slv	X	24.00	=	Case	1.00
Snack Box	_____	Slv	X	2.00	=	Case	1.00
Sporks	_____	Box	X	1.00	=	Box	1.00
Straws	_____	Bag	X	24.00	=	Case	1.00
Tray Liners	_____	Box	X	1.00	=	Box	1.00
Water Cups	_____	Slv	X	40.00	=	Case	1.00
Other Foods Dry							
Cajun Sparkle	_____	Box	X	1.00	=	Box	1.00
Cattlemans BBQ Sauce	_____	Gal.	X	4.00	=	Case	1.00
Chicken Batter	_____	Bag	X	10.00	=	Case	1.00
Chicken Flour	_____	Lb	X	50.00	=	Bag	1.00
Chicken Shortening	_____	Box	X	1.00	=	Box	1.00
Honey Packets	_____	Box	X	1.00	=	Box	1.00
Jalepeno Peppers	_____	Can	X	6.00	=	Case	1.00
Jelly Packets	_____	Box	X	1.00	=	Box	1.00
Ketchup Packets	_____	Box	X	1.00	=	Box	1.00
Liquid Shortening Starter	_____	Botl	X	1.00	=	Botl	1.00



Louisiana Hot Sauce	_____	Box	X	1.00	=	Box	1.00
Mashed Potatoes	_____	Bag	X	42.00	=	Box	1.00
Mayonise	_____	Gal.	X	4.00	=	Box	1.00
Multi Purpose Batter	_____	Bag	X	10.00	=	Case	1.00
Pepper Packets	_____	Bag	X	3.00	=	Box	1.00
Rice	_____	Lb	X	50.00	=	Bag	1.00
Salt (Bulk)	_____	Lb	X	25.00	=	Bag	1.00
Salt Packets	_____	Bag	X	3.00	=	Box	1.00
Shrimp Breading	_____	Lb	X	50.00	=	Bag	1.00
Ziplock Bags (Quart)	_____	Box	X	1.00	=	Box	1.00
O F Cooler							
Biscuit Dressing	_____	Botl	X	2.00	=	Case	1.00
Cheese Slices	_____	Box	X	1.00	=	Box	1.00
Coctail Sauce	_____	Ea.	X	200.00	=	Box	1.00
Cole Slaw Blend	_____	Box	X	1.00	=	Box	1.00
Cole Slaw Slurry	_____	Box	X	1.00	=	Box	1.00
Creamy Creole Sauce	_____	Ea.	X	120.00	=	Box	1.00
Dipping Sauce	_____	Ea.	X	200.00	=	Box	1.00
Leaf Lettuce	_____	Box	X	1.00	=	Box	1.00
Liver	_____	Bag	X	8.00	=	Case	1.00
Pickles	_____	B	X	1.00	=	B	1.00
Spicy Spread	_____	Chub	X	16.00	=	Case	1.00
Tartar Sauce	_____	Ea.	X	200.00	=	Box	1.00
Tomato	_____	Case	X	1.00	=	Case	1.00

Figure x.x Inventory Worksheet Report Fields

Field	Description
Item	The name of the Inventory Item.
Qty	A blank field the user can write the number of items in stock.
Stock Unit	The unit the item is stored in stock.
Conv Factor	The Conversion Factor setup in the inventory setup.
Purch Unit	The Purchase Unit setup in the inventory setup.
Par Level	The Par Level of the item setup in the inventory setup.
Price	The price column was added for retail products so the user catch errors with prices of items on the shelves

Related Topics (none)

[TOP]

12.3.1.16 Labor Percentage Report

Purpose
The Labor Percentage Report displays an overview of the labor costs.

Accessing the Labor Percentage Report Options
While in Focus Setup, select Reports > Setup and then select the Labor Percentage Report.

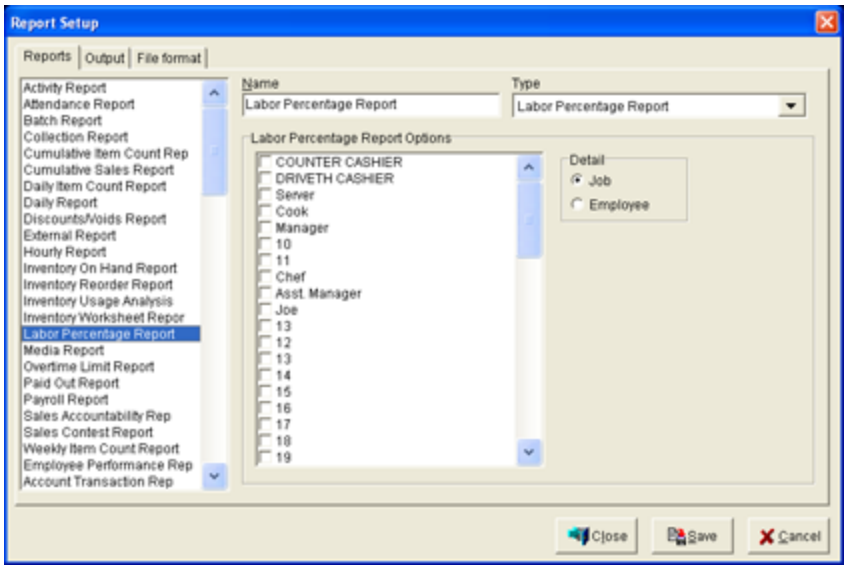


Figure x.x Labor Percentage Report Options

Option	Description	
Labor Percentage report options	Select the Jobs that are to be included in the Labor Percentage Report.	
Detail	**Job**	Labor is sorted by Job Names.
	Employee	Labor is sorted by Employee Names.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.16.1 Sample Labor Percentage Report

Purpose
A sample Labor Percentage Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Labor Percentage Report

```
Focus Cafe
  Labor Percentage Report for 5/4/200X at 5/21/200X 4:10:42 PM Page 1

                 |  Labor  |  Labor  |  0.00% | Actual  | % of | % of |
Job              |  Hours  |   Cost  |Overhead|  Labor  | Labor| Sales|
=================================================================================
Server                0.00     6.75     0.00      6.75  25.00   14.44
---------------------------------------------------------------------------------
ServeR                0.00     6.75     0.00      6.75  25.00   14.44

Manager               0.00     6.75     0.00      6.75  25.00   14.44
---------------------------------------------------------------------------------
Manager               0.00     6.75     0.00      6.75  25.00   14.44

Dishwasher            0.00    13.50     0.00     13.50  50.00   28.88
---------------------------------------------------------------------------------
Cook                  0.00    13.50     0.00     13.50  50.00   28.88
```

```
=============================================================================
Total                  0.00    27.00     0.00     27.00 100.00   57.76

Total Labor Cost     27.00
Net Sales            46.74
Labor/Sales %        57.77
```

Figure x.x Labor Percentage Report Fields

Field	Description
Job	Labor statistics for each Job is displayed.
Name	The employee's Nickname is displayed if the format option is set to employee.
Labor Hours	The number of Labor Hours worked including daily and weekly overtime.
Labor Cost	The cost of labor. Daily overtime is included in this figure. Weekly overtime is included if the date range fo period (i.e., if the report is only for one day then weekly overtime is not included in the report). Salaried e figure for the employee's primary job.
Overhead	Overhead cost is computed by multiplying Labor Cost by the Labor Overhead Percentage.
Actual Labor	Actual Labor is computed by adding Labor Cost and Overhead.
% of Labor	% of Labor equals Actual Labor divided by the total Actual Labor for the entire period.
% of Sales	% of Sales equals Actual Labor divided by the Net Sales.
Total Labor Cost	Total Labor Cost equals the total of all Actual Labor.
Net Sales	Net Sales for the period.
Labor/Sales %	Equals total Labor Cost divided by Net Sales.

Related Topics (none)

[TOP]

12.3.1.17 Media Report

Purpose
The Media Report displays the payments which have been specified in the report setup.

Accessing the Media Report Options
While if Focus Setup, select Reports > Setup and then select the Media Report.

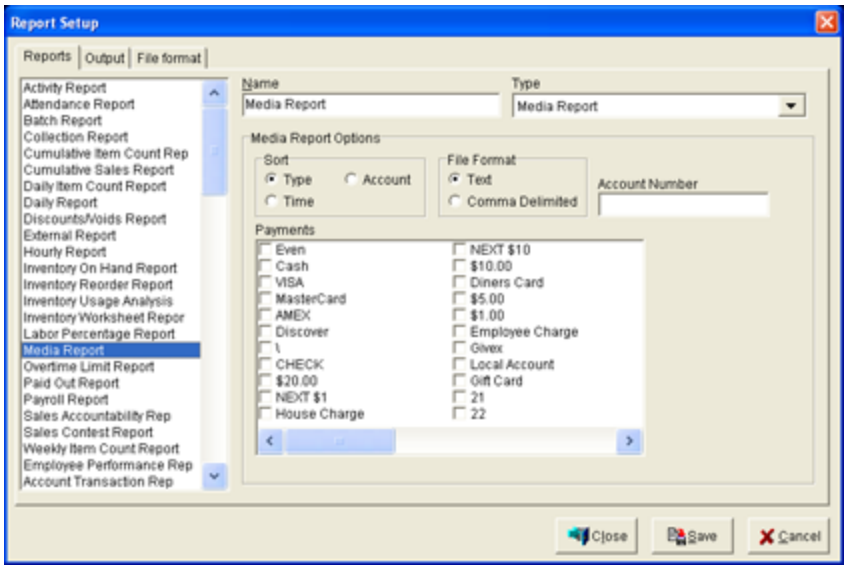


Figure x.x Media Report Options

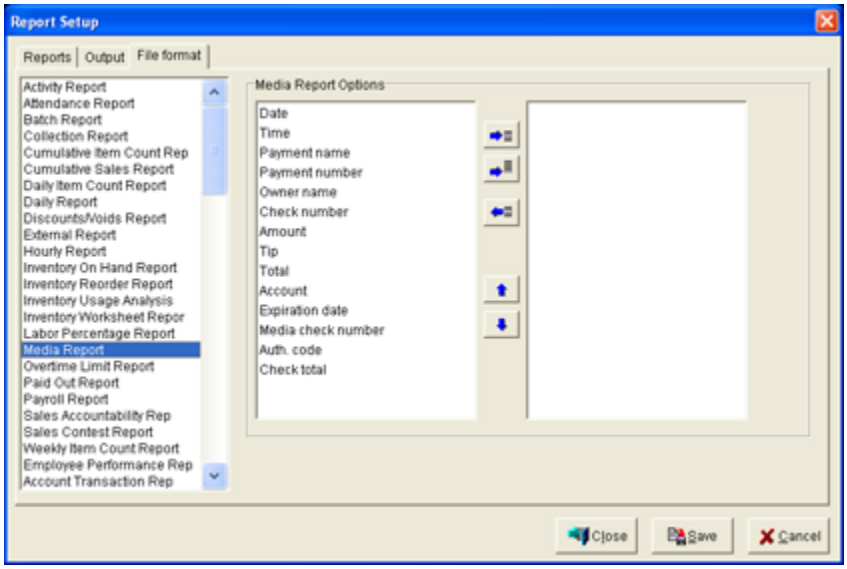
Option	Description	
Sort	**Type**	Payments are sorted by Payment type, Payment number, and then by time.
	Time	Payments are sorted by time regardless of Payment type.
	Account	Account number sorts Payments. Subtotals are displayed for each Account.
File Format	**Text**	The default view used to view and print the report.
	Comma Delimited	Select this option to export the report to a comma separated value.
Account Number	Input a specific sting of numbers for the report to search through.	
Payments	Select the Payments for which the report will display data. Multiple Payment types may be selected. If a Payment is not sel payment. When cash is selected, all forms of cash payment are reported, including Tender Even.	

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.17.1 File Format

Purpose
The File Format Option on the Media Report is used to select the fields you wish to export. The File Format option must be set to "Comma Delimited" in the Report Window and the Output Type must be set to "File".



Procedure to Export a Media Report

- Set the File Type of the report to "Comma Delimited".
- Set the Destination of the report to "File".
- Name the file using the ".csv" extension in the "File Name / E-mail Attachment Name".
- Select the fields desired to be exported.
- Click Save.

Related Topics (none)

[TOP]

12.3.1.17.2 Sample Media Report

Purpose
A sample Media Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Media Report

```
Focus Cafe
                                Media Report for 4/27/200X at 5/21/200X 4:12:43 PM Page 1

                                                                                                  Exp.
Auth.
Check Owner            Time    Amount    Tip       Total  Chk # Account             Date
Result  Code
=================================================================================================
================================
Master Card
    6 ERIKA C.         12:00   31.01   0.00       31.01        510840XXXXXX9871    11/11
710616
   13 EDGAR  A.        12:18   35.56   4.44       40.00        514426XXXXXX8490    02/10
696388
   23 SANTIAGO A.      12:19   53.31  10.00       63.31        556903XXXXXX4724    01/09
074874
```

26 HECTOR T.	12:36	20.57	2.00	22.57	536993XXXXXX0288	01/09 083806
27 HECTOR T.	12:39	21.94	0.00	21.94	515237XXXXXX1505	01/09 027546
39 Rene A.	12:47	14.88	2.00	16.88	542418XXXXXX0448	09/0X 391406
43 ERIKA C.	12:57	43.03	5.00	48.03	528722XXXXXX9015	03/09 017001
50 EDGAR A.	12:48	19.89	2.00	21.89	551697XXXXXX7507	01/08 169703
54 SANTIAGO A.	1:14	55.20	5.00	60.20	558863XXXXXX5189	04/10 620947
56 Juan M.	1:17	6.77	1.50	8.27	514616XXXXXX7249	04/08 50E5C3
61 EDGAR A.	1:15	9.42	4.00	13.42	528722XXXXXX7015	03/09 074986
64 EDGAR A.	1:27	21.54	3.00	24.54	545313XXXXXX9759	10/0X 068009
92 TOGO T.	4:55	9.91	0.00	9.91	549122XXXXXX3060	10/09 027702
103 FERNANDO A.	5:41	39.46	5.00	44.46	551697XXXXXX2426	11/0X 193765
128 SARA B.	9:06	71.10	0.00	71.10	548955XXXXXX0516	08/09 F9200X
131 SARA B.	8:07	26.50	5.00	31.50	528722XXXXXX9010	01/08 137549
144 Rene A.	8:51	12.67	1.76	14.43	515227XXXXXX6015	08/08 058925
149 CHAGUITO	8:27	54.37	7.60	61.97	528722XXXXXX6015	04/10 717560
151 ERIKA C.	9:28	20.53	2.96	23.49	528722XXXXXX8013	02/09 055067
153 ANGELICA I.	1:48	62.94	9.33	72.27	551367XXXXXX7197	06/08 029194
163 RAUL G.	8:35	23.60	0.00	23.60	551606XXXXXX6275	12/08 066103
168 DANIEL	8:07	76.00	10.00	86.00	528722XXXXXX7010	04/08 945884
170 ANDRES V.	9:00	64.84	5.00	69.84	514215XXXXXX6744	12/0X 309888
176 EDGAR A.	9:30	81.59	11.78	93.37	545534XXXXXX4278	04/10 678928
183 DANIEL	9:40	36.50	6.00	42.50	528722XXXXXX6019	03/09 071728
185 TOGO T.	9:26	15.80	5.00	20.80	515237XXXXXX8575	01/08 027451
187 CALDERON	9:49	25.38	4.00	29.38	528722XXXXXX4013	12/08 080759
190 FERNANDO A.	10:17	35.00	3.00	38.00	528722XXXXXX5012	07/08 007444
197 Rene A.	10:38	61.60	8.00	69.60	528722XXXXXX6012	09/08 018205
201 RUBEN B.	12:21	92.26	13.71	105.97	529107XXXXXX7416	01/09 036687
208 CALDERON	12:48	46.97	7.00	53.97	541657XXXXXX3303	11/09 060283
233 ERIKA C.	11:25	17.99	2.00	19.99	542418XXXXXX2615	08/08 313350
238 RAUL G.	12:42	62.25	9.34	71.59	532221XXXXXX8010	12/08 071592
247 Rene A.	12:21	16.69	3.31	20.00	514616XXXXXX3430	02/09 BFAEBA
255 RAUL G.	1:01	33.07	12.00	45.07	511408XXXXXX1098	10/10 965136
259 SARA B.	12:41	12.99	3.01	16.00	514616XXXXXX4337	09/09 31CABC
Master Card Total		1333.13	173.74	1506.87		

Visa

7 SANTIAGO A.	11:57	27.57	0.00	27.57	442710XXXXXX8440	07/08
00504A						
8 SARA B.	12:02	12.52	2.00	14.52	441105XXXXXX5472	06/08
040513						
8 SARA B.	12:01	12.52	0.00	12.52	441105XXXXXX4501	02/10
030513						
11 SANTIAGO A.	11:57	15.05	0.00	15.05	432374XXXXXX3424	09/09
653093						
12 ERIKA C.	12:03	7.52	0.00	7.52	435603XXXXXX6047	12/09
120570						
14 Rene A.	12:02	18.84	2.00	20.84	474472XXXXXX0928	07/10
120068						
15 SARA B.	12:14	9.42	0.00	9.42	438697XXXXXX6213	07/09
416595						
16 Juan M.	12:26	7.52	1.48	9.00	435603XXXXXX5469	08/09
163600						
16 Juan M.	12:27	11.37	1.00	12.37	432374XXXXXX6503	11/09
661475						
16 Juan M.	12:26	7.52	1.48	9.00	474472XXXXXX0465	03/11
163201						
18 SARA B.	12:04	28.75	4.00	32.75	432386XXXXXX7701	08/08
669798						
22 Juan M.	12:18	12.39	2.00	14.39	461046XXXXXX1632	11/08
012213						
28 Juan M.	12:24	19.18	0.00	19.18	441105XXXXXX2623	06/08
052813						

Check	Owner	Time	Amount	Tip	Total	Chk #	Account	Exp. Date	Auth. Result	Code
38	Juan M.	12:40	12.99	3.01	16.00		474472XXXXXX1538	10/09		
154040										
38	Juan M.	12:41	12.99	3.01	16.00		415726XXXXXX2439	04/08		
091940										
39	Rene A.	12:47	8.34	1.00	9.34		486794XXXXXX4112	05/08		
075113										
41	HECTOR T.	12:51	7.52	2.00	9.52		435603XXXXXX6071	08/10		
105942										
41	HECTOR T.	12:50	11.80	2.00	13.80		435603XXXXXX3768	02/10		
105745										
42	SARA B.	12:40	26.95	2.00	28.95		485584XXXXXX2000	06/0X		
749475										
48	ERIKA C.	12:43	18.29	1.71	20.00		486830XXXXXX6618	08/09		
368385										
51	ERIKA C.	12:58	11.64	2.00	13.64		432374XXXXXX5780	09/09		
739392										
51	ERIKA C.	12:57	12.72	2.00	14.72		474472XXXXXX4677	08/09		
140712										
51	ERIKA C.	12:57	12.99	2.00	14.99		418515XXXXXX8274	12/08		
999999										
53	SARA B.	12:51	19.11	0.00	19.11		463158XXXXXX6432	05/09		
118461										
57	EDGAR A.	1:17	21.21	2.79	24.00		474472XXXXXX3624	03/11		
162719										
65	Juan M.	1:48	40.16	0.00	40.16		463158XXXXXX8052	04/10		
169073										
77	SANTIAGO A.	2:39	25.17	7.00	32.17		435603XXXXXX8283	11/09		
154823										
84	SANTIAGO A.	4:10	25.44	0.00	25.44		432374XXXXXX1030	05/08		
789808										
89	DANIEL	4:52	33.00	7.00	40.00		415726XXXXXX2194	05/09		
166540										
91	EDGAR A.	4:58	37.04	5.00	42.04		461046XXXXXX5793	01/10		
090118										
92	TOGO T.	4:57	10.76	0.00	10.76		446542XXXXXX7688	08/09		
02788A										

92 TOGO T.	4:56	10.76	0.00	10.76	463158XXXXXX6570	02/10 326711
92 TOGO T.	4:57	11.61	0.00	11.61	435603XXXXXX3183	10/09 190014
92 TOGO T.	4:56	10.76	0.00	10.76	474472XXXXXX0585	02/11 180005
93 EDGAR A.	4:51	12.52	2.00	14.52	408161XXXXXX3117	01/10 06013C
105 ERIKA C.	5:44	18.40	0.00	18.40	474472XXXXXX1826	07/09 174182
106 SARA B.	6:29	45.45	0.00	45.45	438504XXXXXX9814	06/09 013055
109 ANDRES V.	9:21	54.39	5.00	59.39	412092XXXXXX1990	11/0X 032673
121 ERIKA C.	6:43	32.10	0.00	32.10	441105XXXXXX7938	05/08 094719
124 ANDRES V.	6:56	64.08	6.00	70.08	474472XXXXXX3378	09/09 100606
129 EDGAR A.	7:52	18.00	2.00	20.00	435603XXXXXX5368	03/08 135552
129 EDGAR A.	7:52	50.69	7.60	58.29	474472XXXXXX3012	04/11 135864
130 ERIKA C.	7:25	29.16	0.00	29.16	432386XXXXXX0806	07/0X 922055
133 CALDERON	8:29	114.26	16.36	130.62	432374XXXXXX2011	05/09 606119
135 FERNANDO A.	7:30	39.18	0.00	39.18	401174XXXXXX3151	06/09 697622
137 FERNANDO A.	8:10	63.73	12.00	75.73	415726XXXXXX8409	09/08 071010
138 SARA B.	8:24	98.87	0.00	98.87	422968XXXXXX0018	05/09 002811
139 ANDRES V.	7:56	27.51	4.00	31.51	474472XXXXXX4390	02/10 155995
141 FERNANDO A.	10:03	33.45	5.00	38.45	486236XXXXXX5551	04/09 09613A
144 Rene A.	8:51	40.92	5.92	46.84	441105XXXXXX1670	05/08 045421
148 HECTOR T.	8:27	65.69	9.26	74.95	432374XXXXXX5701	09/0X 930755
150 TOGO T.	7:33	120.00	0.00	120.00	441103XXXXXX2767	01/10 073620
151 ERIKA C.	9:53	24.28	3.52	27.80	435603XXXXXX9616	02/09 165573
151 ERIKA C.	9:58	19.44	2.77	22.21	432378XXXXXX6909	04/08 641354
151 ERIKA C.	9:25	44.20	6.28	50.48	488893XXXXXX8374	06/08 02589A
151 ERIKA C.	10:14	10.01	1.39	11.40	461046XXXXXX7811	05/08 051823
151 ERIKA C.	10:14	19.44	2.80	22.24	461046XXXXXX7811	05/08 091823
151 ERIKA C.	10:15	26.70	3.78	30.48	431904XXXXXX2789	11/09 01588A
153 ANGELICA I.	10:38	23.22	3.22	26.44	440354XXXXXX8830	02/10 021420
153 ANGELICA I.	10:39	29.09	4.12	33.21	441103XXXXXX0917	02/10 074223
153 ANGELICA I.	10:18	30.01	4.31	34.32	461046XXXXXX6979	02/10 062123
153 ANGELICA I.	1:53	48.05	24.98	73.03	441103XXXXXX2767	01/10 045702
153 ANGELICA I.	1:53	42.09	6.04	48.13	441103XXXXXX2767	01/10 025702
154 RUBEN B.	8:28	43.80	4.00	47.80	440213XXXXXX1162	09/08 613454
155 FERNANDO A.	8:52	8.00	7.00	15.00	463158XXXXXX3423	03/09 532298
158 Rene A.	9:57	57.78	8.27	66.05	441105XXXXXX7206	05/08 010123
159 RAUL G.	8:53	27.69	5.00	32.69	486830XXXXXX4800	01/10

964270
Focus Cafe

Check	Owner	Time	Amount	Tip	Total	Chk #	Account	Exp. Date	Auth. Code
160	CALDERON	8:47	37.24	5.76	43.00		470788XXXXXX3554	09/0X	033714
161	RAUL G.	10:26	65.12	9.39	74.51		448865XXXXXX3732	03/09	001104
164	SARA B.	8:37	30.47	4.22	34.69		482890XXXXXX7019	10/10	405172
164	SARA B.	8:36	35.61	4.94	40.55		460728XXXXXX9231	04/08	000420
174	Rene A.	10:36	61.34	0.00	61.34		486830XXXXXX8004	01/09	000816
177	FERNANDO A.	12:00	45.00	0.00	45.00		461046XXXXXX2677	10/0X	090401
177	FERNANDO A.	12:00	45.00	0.00	45.00		474472XXXXXX3279	08/08	180438
178	SARA B.	10:04	41.46	7.00	48.46		463158XXXXXX0242	05/09	571895
179	ANGELICA I.	10:36	250.55	35.66	286.21		461046XXXXXX6513	02/10	024023
200	CALDERON	11:42	66.84	6.00	72.84		442710XXXXXX8440	07/08	04554A
206	RUBEN B.	12:01	45.00	0.00	45.00		426684XXXXXX2902	05/09	05281B
206	RUBEN B.	12:01	65.00	0.00	65.00		430854XXXXXX9479	01/08	042192
207	CALDERON	10:40	15.70	0.00	15.70		461046XXXXXX1889	02/09	064423
207	CALDERON	10:41	28.00	0.00	28.00		461046XXXXXX5949	10/09	044423
221	SARA B.	11:17	22.40	3.00	25.40		435603XXXXXX6046	02/09	122700
226	HECTOR T.	12:13	57.47	8.51	65.98		435603XXXXXX0240	02/08	161476
226	HECTOR T.	1:14	143.12	21.10	164.22		435603XXXXXX1957	12/10	131484
227	ERIKA C.	11:18	83.35	15.00	98.35		430572XXXXXX8484	09/09	06450A
231	ERIKA C.	11:19	55.13	5.00	60.13		441103XXXXXX7131	05/09	022300
233	ERIKA C.	11:25	16.69	2.00	18.69		463158XXXXXX9171	03/10	599761
233	ERIKA C.	11:26	25.13	4.00	29.13		474476XXXXXX5480	02/11	182290
239	ANDRES V.	11:05	17.89	0.00	17.89		435603XXXXXX4748	02/11	150386
247	Rene A.	12:20	10.72	2.28	13.00		446540XXXXXX5027	10/09	02873A
259	SARA B.	12:46	22.44	5.00	27.44		418515XXXXXX5952	07/09	999999
261	ANDRES V.	12:44	46.72	7.28	54.00		474472XXXXXX7344	04/11	154074
270	ANDRES V.	1:47	66.16	0.00	66.16		412092XXXXXX2583	01/08	061244
Visa Total			3353.17	365.24	3718.41				
Amex									
3	EDGAR A.	12:28	35.19	2.00	37.19		373140XXXXX3006	09/08	521021
5	EDGAR A.	12:59	32.38	8.00	40.38		372716XXXXX2009	05/09	569365

```
   30 SANTIAGO A.      12:29   11.02   2.00        13.02        378362XXXXX1009     06/11
503228
   40 Juan M.          12:45   36.32   6.00        42.32        372787XXXXX5002     09/09
566573
   44 EDGAR  A.        1:02    49.25   7.00        56.25        378206XXXXX1037     05/08
500413
   58 Rene A.          1:12    69.67  10.00        79.67        373270XXXXX1003     08/09
528321
   60 SANTIAGO A.      1:58    21.17   4.00        25.17        372716XXXXX2003     08/09
527285
  118 ERIKA C.         6:22    33.34   5.00        38.34        373214XXXXX4001     07/08
526748
  136 ERIKA C.         8:49    50.14   7.86        58.00        371700XXXXX1004     10/10
593472
  199 RAUL G.          10:48   19.79   0.00        19.79        372574XXXXX1008     12/10
501664
-------------------------------------------------------------------------------------------
------------------------------
Amex Total                    358.27  51.86      410.13

Discover
  157 RUBEN B.         9:12    64.31   9.26        73.57        601136XXXXXX6336    02/09
027881
  191 ERIKA C.         10:19   41.09   8.00        49.09        601100XXXXXX1903    02/09
027045
-------------------------------------------------------------------------------------------
------------------------------
Discover Total                105.40  17.26      122.66

Gift Card
  115 FERNANDO A.      8:52    45.55   0.00        45.55        77620201606
9054937
  153 ANGELICA I.      1:52   120.00   0.00       120.00        77620201619
9057139
  171 CHAGUITO         11:05  200.24   0.00       200.24        77620201616
9056242
  184 RAUL G.          10:42   70.00   0.00        70.00        77620201635
9056066
Focus Cafe
                                Media Report for 4/27/200X at 5/21/200X 4:12:43 PM Page 4

                                                                                    Exp.
Auth.
Check Owner           Time    Amount    Tip        Total  Chk # Account             Date
Result  Code
===========================================================================================
==============================
-------------------------------------------------------------------------------------------
------------------------------
Gift Card Total               435.79   0.00       435.79

===========================================================================================
==============================
Grand Total                  5585.76 608.10     6193.86

M = manual
```

Figure x.x Media Report Fields

Field	Description		
Check	The Check Number	**Refunds**	Refunds show "REF" in place of the check number.
		Paid ins	Paid ins show "P/I" in place of the check number.
Owner	The name of the employee which entered the Payment.		
Time	The time the Payment was entered.		

Amount	The amount of the Payment. Refunded Payments appear as negative.	
Tip	The amount of the Tip.	
Total	The Amount plus Tip.	
Account	If the Payment is a credit card and it has been entered manually then a "-M" is appended to the Account N	
Expiration Date	The date the credit card Payment expires.	
Result	**Voided**	If a Payment is Voided then the original Payment as well as the Voided Payment is
	Pending	The Payment is appending approval from the processor.
	Denied	The Payment was not approved.
	Refund	The Payment was refunded.
Approval code	The Approval Code received from the credit card processor.	

Related Topics (none)

[TOP]

12.3.1.18 Overtime Limit Report

Purpose
The Overtime Limit Report is used in conjunction with the Scheduling Module to determine if an employee is going into overtime.

Accessing the Overtime Limit Report
While in Focus Setup, select Reports > Setup and then select the Overtime Limit Report.

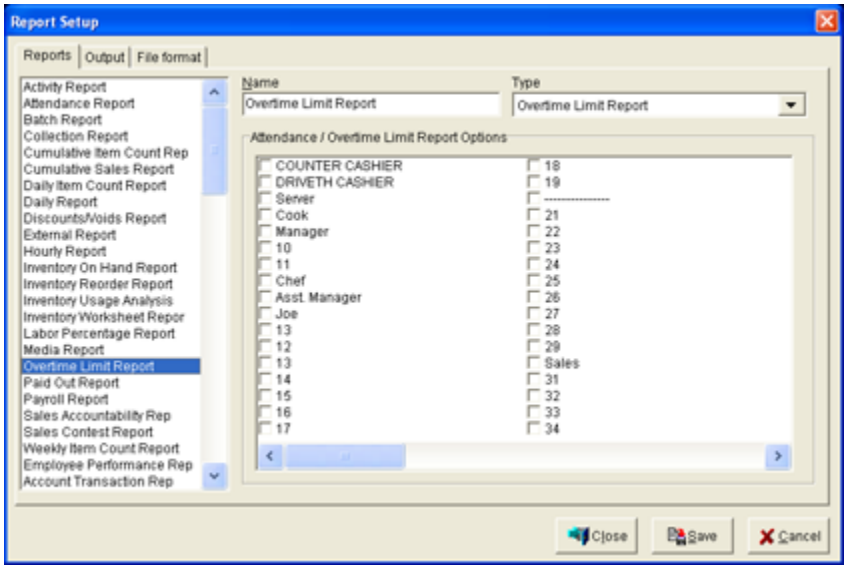


Figure x.x Overtime Limit Report Options

Field	Description

Attendance / Overtime Limit Report Options	Select the Jobs to include in the Overtime Limit Report.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.18.1 Sample Overtime Limit Report

Purpose
A sample Overtime Limit Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Overtime Limit Report

Focus Cafe
Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM
Page 1

Employee	Job	Time In	Time Out	Date In	Date Out	Hours	Breaks	Declared Sales	Tipped Sales	8.00% Tips	Charge Tips
Carlos R.	To GO	13:52	15:53	4/28	4/28	2.02	0.00	0.00	0.00	0.00	0.00
Carlos R.	To GO	16:36	22:41	4/28	4/28	6.08	0.00	0.00	0.00	0.00	0.00
Carlos R.	Busboy	13:57	21:27	4/28	4/28	7.50	0.00	0.00	0.00	0.00	0.00
E Carlos R.	Busboy	13:55	23:00	4/28	4/28	8.08	1.00	0.00	0.00	0.00	0.00
E Francisco	Server	16:51	22:30	4/28	4/28	5.65	0.00	0.00	0.00	0.00	0.00
Francisco	Server	16:55	23:34	4/28	4/28	6.65	0.00	0.00	0.00	0.00	0.00
Francisco	Cook	16:56	23:22	4/28	4/28	6.43	0.00	0.00	0.00	0.00	0.00
Francisco	Hostess	16:51	22:35	4/28	4/28	5.73	0.00	0.00	0.00	0.00	0.00
E Francisco	Busboy	16:57	22:00	4/28	4/28	5.05	0.00	0.00	0.00	0.00	0.00
Francisco	Busboy	16:53	23:27	4/28	4/28	6.57	0.00	0.00	0.00	0.00	0.00
Guicho	Server	9:52	14:55	4/28	4/28	5.05	0.00	0.00	0.00	0.00	0.00
E Guicho	Server	16:53	22:45	4/28	4/28	5.87	0.00	0.00	0.00	0.00	0.00
Guicho	Busboy	16:50	23:38	4/28	4/28	6.80	0.00	0.00	0.00	0.00	0.00

0.00	0.00	0.00									
D Guicho		Server	16:50	23:11	4/28	4/28			0.00		
0.00	0.00	0.00									
E Guicho		Server	16:51	22:30	4/28	4/28	5.65	0.00	0.00		
0.00	0.00	0.00									
E Guicho		Server	16:58	21:20	4/28	4/28	4.37	0.00	0.00		
0.00	0.00	0.00									
E Hugo .		Server	10:51	22:03	4/28	4/28	10.20	1.00	0.00		
0.00	0.00	0.25									
Juan Ramir		Server	16:58	23:49	4/28	4/28	6.85	0.00	0.00		
0.00	0.00	0.00									
Juan Ramir		Dishwasher	16:59	23:26	4/28	4/28	6.45	0.00	0.00		
0.00	0.00	0.00									
E Juan Ramir		Server	17:13	22:00	4/28	4/28	4.78	0.00	0.00		
0.00	0.00	0.00									
Juan Ramir		Cook	16:58	23:26	4/28	4/28	6.47	0.00	0.00		
0.00	0.00	0.00									
Juan Ramir		Cook	17:03	23:25	4/28	4/28	6.37	0.00	0.00		
0.00	0.00	0.00									
Juan Ramir		Busboy	16:59	23:10	4/28	4/28	6.18	0.00	0.00		
0.00	0.00	0.00									
Juan Ramir		Busboy	16:59	23:28	4/28	4/28	6.48	0.00	0.00		
0.00	0.00	0.00									
Kristina G		Cook	9:52	13:09	4/28	4/28	3.28	0.00	0.00		
0.00	0.00	0.00									
Kristina G		Cook	15:01	23:26	4/28	4/28	8.42	0.00	0.00		
0.00	0.00	0.00									
Kristina G		Dishwasher	9:58	15:05	4/28	4/28	5.12	0.00	0.00		
0.00	0.00	0.00									
Kristina G		Busboy	10:00	16:03	4/28	4/28	6.05	0.00	0.00		
0.00	0.00	0.00									
Kristina G		Busboy	16:23	22:00	4/28	4/28	5.62	0.00	0.00		
0.00	0.00	0.00									
Kristina G		Hostess	16:05	20:31	4/28	4/28	4.43	0.00	0.00		
0.00	0.00	0.00									
Kristina G		Busboy	9:55	14:04	4/28	4/28	4.15	0.00	0.00		
0.00	0.00	0.00									
E Maricruz A		Server	14:03	22:56	4/28	4/28	7.88	1.00	0.00		
0.00	0.00	0.00									
Maricruz A		Cook	14:59	23:20	4/28	4/28	8.35	0.00	0.00		
0.00	0.00	0.00									
E Maricruz A		Busboy	14:14	22:50	4/28	4/28	7.60	1.00	0.00		
0.00	0.00	0.00									
Maricruz A		Dishwasher	15:00	23:27	4/28	4/28	8.45	0.00	0.00		
0.00	0.00	0.00									
O Maricruz A		Busboy	14:04	21:00	4/28	4/28	6.93	0.00	0.00		
0.00	0.00	0.00									
Maricruz A		Prep Cook	14:58	22:53	4/28	4/28	7.92	0.00	0.00		
0.00	0.00	0.00									
Maricruz A		Hostess	14:53	23:02	4/28	4/28	8.15	0.00	0.00		
0.00	0.00	0.00									
E Nora R.		Server	11:13	21:44	4/28	4/28	9.52	1.00	0.00		
0.00	0.00	0.00									
Nora R.		Server	11:13	21:58	4/28	4/28	10.75	0.00	0.00		
0.00	0.00	0.00									

```
E Nora R.    Busboy     11:10 14:04  4/28  4/28   2.90   0.00     0.00
0.00    0.00     0.00
E Omron T.   Server     10:53 22:50  4/28  4/28  10.95   1.00     0.00
0.00    0.00     0.00
  Omron T.   Server     10:54 14:33  4/28  4/28   3.65   0.00     0.00
0.00    0.00     0.00
  Omron T.   Server     10:55 11:00  4/28  4/28   0.08   0.00     0.00
0.00    0.00     0.00
  Omron T.   Hostess    11:04 16:58  4/28  4/28   5.90   0.00     0.00
0.00    0.00     0.00
  Omron T.   Hostess    11:04 15:04  4/28  4/28   4.00   0.00     0.00
0.00    0.00     0.00
  Omron T.   Busboy     10:54 14:06  4/28  4/28   3.20   0.00     0.00
0.00    0.00     0.00
  Roberto H. Dishwasher  9:09 15:08  4/28  4/28   5.98   0.00     0.00
0.00    0.00     0.00
D Roberto H. Server      9:59 14:27  4/28  4/28                   0.00
0.00    0.00     0.00
  Roberto H. Cook        9:51 13:09  4/28  4/28   3.30   0.00     0.00
0.00    0.00     0.00
  Roberto H. Cook        9:05 15:11  4/28  4/28   6.10   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:50 15:01  4/28  4/28   5.18   0.00     0.00
0.00    0.00     0.00
  Roberto H. Busboy      9:50 13:06  4/28  4/28   3.27   0.00     0.00
0.00    0.00     0.00
E Roberto H. Server      9:53 14:37  4/28  4/28   4.73   0.00     0.00
0.00    0.00     0.00
Focus Cafe
                Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM
Page 2

            |          | Time| Time| Date| Date|      |      | Tipped | 8.00%|
Charge | Declared |
Employee    |   Job    |  In | Out |  In | Out | Hours|Breaks|  Sales |
Sales|  Tips  |   Tips   |
================================================================================
====================
  Roberto H. Cook        9:04 15:07  4/28  4/28   6.05   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:34 15:26  4/28  4/28   5.87   0.00     0.00
0.00    0.00     0.00
  Roberto H. Busboy      9:50 13:06  4/28  4/28   3.27   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:05 15:06  4/28  4/28   6.02   0.00     0.00
0.00    0.00     0.00
O hector d.  Manager    10:00  4:00  4/28  4/29  18.00   0.00     0.00
0.00    0.00     0.00
E hector d.  Bartender  10:33 21:30  4/28  4/28   9.95   1.00     0.00
0.00    0.00     0.00
D hector d.  Busboy     10:50 11:11  4/28  4/28                   0.00
0.00    0.00     0.00
E hector d.  Busboy     10:58 16:38  4/28  4/28   5.67   0.00     0.00
0.00    0.00     0.00
  hector d.  Hostess    10:51 14:01  4/28  4/28   3.17   0.00     0.00
```

```
0.00    0.00     0.00
--------------------------------------------------------------------------------
--------------------
Totals                                          371.14   7.00     0.00
0.00    0.00     0.25
================================================================================
====================

A = Add, E = Edit, D = Delete, O = Automatic clockout at close day
```

Figure x.x Overtime Limit Report Fields

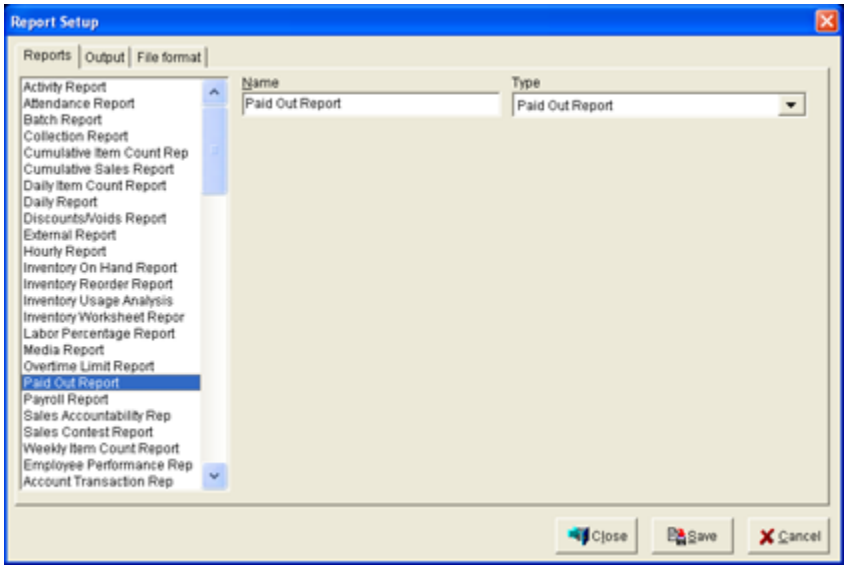
Field	Description
Name	The employee's name is displayed.
Hours worked	The total hours the employee has worked this week.
Scheduled Hours	Scheduled Hours is the number of hours remaining in the week that the employee is scheduled to work.
Projected Hours	Total Projected Hours equals Hours Worked plus Scheduled Hours.

Related Topics (none)

[TOP]

12.3.1.19 Paid Out Report

Purpose
The Paid Out Report displays the Paid Outs for the specified date range. The Paidout amount and reason will be displayed. No further configuration is necessary.



The following information is displayed on the Paidout Report:

Date
Time
Vendor
Invoice
Amount
Employee
Approved by
Grand Totals

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.19.1 Sample Paid Out Report

Purpose
A sample Paid Out Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Paid Out Report

```
Focus Cafe
                Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM
Page 1

            |          | Time| Time| Date| Date|      |      | Tipped | 8.00%|
Charge | Declared |
Employee    |   Job    |  In | Out |  In | Out | Hours|Breaks|  Sales |
Sales|  Tips  |   Tips   |
================================================================================
====================
  Carlos R.  To GO      13:52 15:53  4/28  4/28   2.02   0.00     0.00
0.00    0.00     0.00
  Carlos R.  To GO      16:36 22:41  4/28  4/28   6.08   0.00     0.00
0.00    0.00     0.00
  Carlos R.  Busboy     13:57 21:27  4/28  4/28   7.50   0.00     0.00
0.00    0.00     0.00
E Carlos R.  Busboy     13:55 23:00  4/28  4/28   8.08   1.00     0.00
0.00    0.00     0.00
E Francisco  Server     16:51 22:30  4/28  4/28   5.65   0.00     0.00
0.00    0.00     0.00
  Francisco  Server     16:55 23:34  4/28  4/28   6.65   0.00     0.00
0.00    0.00     0.00
  Francisco  Cook       16:56 23:22  4/28  4/28   6.43   0.00     0.00
0.00    0.00     0.00
  Francisco  Hostess    16:51 22:35  4/28  4/28   5.73   0.00     0.00
0.00    0.00     0.00
E Francisco  Busboy     16:57 22:00  4/28  4/28   5.05   0.00     0.00
```

0.00	0.00	0.00								
	Francisco	Busboy	16:53	23:27	4/28	4/28	6.57	0.00	0.00	
0.00	0.00	0.00								
	Guicho	Server	9:52	14:55	4/28	4/28	5.05	0.00	0.00	
0.00	0.00	0.00								
E	Guicho	Server	16:53	22:45	4/28	4/28	5.87	0.00	0.00	
0.00	0.00	0.00								
	Guicho	Busboy	16:50	23:38	4/28	4/28	6.80	0.00	0.00	
0.00	0.00	0.00								
D	Guicho	Server	16:50	23:11	4/28	4/28			0.00	
0.00	0.00	0.00								
E	Guicho	Server	16:51	22:30	4/28	4/28	5.65	0.00	0.00	
0.00	0.00	0.00								
E	Guicho	Server	16:58	21:20	4/28	4/28	4.37	0.00	0.00	
0.00	0.00	0.00								
E	Hugo .	Server	10:51	22:03	4/28	4/28	10.20	1.00	0.00	
0.00	0.00	0.25								
	Juan Ramir	Server	16:58	23:49	4/28	4/28	6.85	0.00	0.00	
0.00	0.00	0.00								
	Juan Ramir	Dishwasher	16:59	23:26	4/28	4/28	6.45	0.00	0.00	
0.00	0.00	0.00								
E	Juan Ramir	Server	17:13	22:00	4/28	4/28	4.78	0.00	0.00	
0.00	0.00	0.00								
	Juan Ramir	Cook	16:58	23:26	4/28	4/28	6.47	0.00	0.00	
0.00	0.00	0.00								
	Juan Ramir	Cook	17:03	23:25	4/28	4/28	6.37	0.00	0.00	
0.00	0.00	0.00								
	Juan Ramir	Busboy	16:59	23:10	4/28	4/28	6.18	0.00	0.00	
0.00	0.00	0.00								
	Juan Ramir	Busboy	16:59	23:28	4/28	4/28	6.48	0.00	0.00	
0.00	0.00	0.00								
	Kristina G	Cook	9:52	13:09	4/28	4/28	3.28	0.00	0.00	
0.00	0.00	0.00								
	Kristina G	Cook	15:01	23:26	4/28	4/28	8.42	0.00	0.00	
0.00	0.00	0.00								
	Kristina G	Dishwasher	9:58	15:05	4/28	4/28	5.12	0.00	0.00	
0.00	0.00	0.00								
	Kristina G	Busboy	10:00	16:03	4/28	4/28	6.05	0.00	0.00	
0.00	0.00	0.00								
	Kristina G	Busboy	16:23	22:00	4/28	4/28	5.62	0.00	0.00	
0.00	0.00	0.00								
	Kristina G	Hostess	16:05	20:31	4/28	4/28	4.43	0.00	0.00	
0.00	0.00	0.00								
	Kristina G	Busboy	9:55	14:04	4/28	4/28	4.15	0.00	0.00	
0.00	0.00	0.00								
E	Maricruz A	Server	14:03	22:56	4/28	4/28	7.88	1.00	0.00	
0.00	0.00	0.00								
	Maricruz A	Cook	14:59	23:20	4/28	4/28	8.35	0.00	0.00	
0.00	0.00	0.00								
E	Maricruz A	Busboy	14:14	22:50	4/28	4/28	7.60	1.00	0.00	
0.00	0.00	0.00								
	Maricruz A	Dishwasher	15:00	23:27	4/28	4/28	8.45	0.00	0.00	
0.00	0.00	0.00								
O	Maricruz A	Busboy	14:04	21:00	4/28	4/28	6.93	0.00	0.00	
0.00	0.00	0.00								

```
  Maricruz A Prep Cook  14:58 22:53  4/28  4/28   7.92   0.00     0.00
0.00    0.00     0.00
  Maricruz A Hostess    14:53 23:02  4/28  4/28   8.15   0.00     0.00
0.00    0.00     0.00
E Nora R.    Server     11:13 21:44  4/28  4/28   9.52   1.00     0.00
0.00    0.00     0.00
  Nora R.    Server     11:13 21:58  4/28  4/28  10.75   0.00     0.00
0.00    0.00     0.00
E Nora R.    Busboy     11:10 14:04  4/28  4/28   2.90   0.00     0.00
0.00    0.00     0.00
E Omron T.   Server     10:53 22:50  4/28  4/28  10.95   1.00     0.00
0.00    0.00     0.00
  Omron T.   Server     10:54 14:33  4/28  4/28   3.65   0.00     0.00
0.00    0.00     0.00
  Omron T.   Server     10:55 11:00  4/28  4/28   0.08   0.00     0.00
0.00    0.00     0.00
  Omron T.   Hostess    11:04 16:58  4/28  4/28   5.90   0.00     0.00
0.00    0.00     0.00
  Omron T.   Hostess    11:04 15:04  4/28  4/28   4.00   0.00     0.00
0.00    0.00     0.00
  Omron T.   Busboy     10:54 14:06  4/28  4/28   3.20   0.00     0.00
0.00    0.00     0.00
  Roberto H. Dishwasher  9:09 15:08  4/28  4/28   5.98   0.00     0.00
0.00    0.00     0.00
D Roberto H. Server      9:59 14:27  4/28  4/28                    0.00
0.00    0.00     0.00
  Roberto H. Cook        9:51 13:09  4/28  4/28   3.30   0.00     0.00
0.00    0.00     0.00
  Roberto H. Cook        9:05 15:11  4/28  4/28   6.10   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:50 15:01  4/28  4/28   5.18   0.00     0.00
0.00    0.00     0.00
  Roberto H. Busboy      9:50 13:06  4/28  4/28   3.27   0.00     0.00
0.00    0.00     0.00
E Roberto H. Server      9:53 14:37  4/28  4/28   4.73   0.00     0.00
0.00    0.00     0.00
Focus Cafe
                Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM
Page 2

            |          | Time| Time| Date| Date|      |      | Tipped | 8.00%|
Charge | Declared |
Employee    |   Job    |  In | Out |  In | Out | Hours|Breaks|  Sales |
Sales|  Tips  |   Tips   |
================================================================================
====================
  Roberto H. Cook        9:04 15:07  4/28  4/28   6.05   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:34 15:26  4/28  4/28   5.87   0.00     0.00
0.00    0.00     0.00
  Roberto H. Busboy      9:50 13:06  4/28  4/28   3.27   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:05 15:06  4/28  4/28   6.02   0.00     0.00
0.00    0.00     0.00
O hector d.  Manager    10:00  4:00  4/28  4/29  18.00   0.00     0.00
```

```
0.00    0.00     0.00
E hector d.  Bartender  10:33 21:30  4/28  4/28   9.95   1.00     0.00
0.00    0.00     0.00
D hector d.  Busboy     10:50 11:11  4/28  4/28                   0.00
0.00    0.00     0.00
E hector d.  Busboy     10:58 16:38  4/28  4/28   5.67   0.00     0.00
0.00    0.00     0.00
  hector d.  Hostess    10:51 14:01  4/28  4/28   3.17   0.00     0.00
0.00    0.00     0.00
--------------------------------------------------------------------------------
--------------------
Totals                                          371.14   7.00     0.00
0.00    0.00     0.25
================================================================================
====================

A = Add, E = Edit, D = Delete, O = Automatic clockout at close day
```

Figure x.x Paid Out Report Fields

Field	Description
Date	The Date the Paid Out was entered.
Time	The Time the Paid Out was entered.
Vendor	The Vendor associated with the Paid Out.
Invoice.	The Invoice Number associated with the Paid Out.
Amount	The Amount of the Paid Out.
Employee	The Employee who entered the Paid Out.
Approved by	The Employee who Approved the Paid Out.
Totals	The Totals for each Paid Out type is displayed.
Grand Totals	The Grand Totals is the sum of Paid Out Totals.

Related Topics (none)

[TOP]

12.3.1.20 Payroll Report

Purpose
The Payroll Report displays Employees hours and pay rates for the pay period specified. You can export the Payroll Report to specific file formats for use with different payroll processors.

Accessing the Payroll Report Options
While in Focus Setup, select Reports > Setup and then select the Payroll Report.

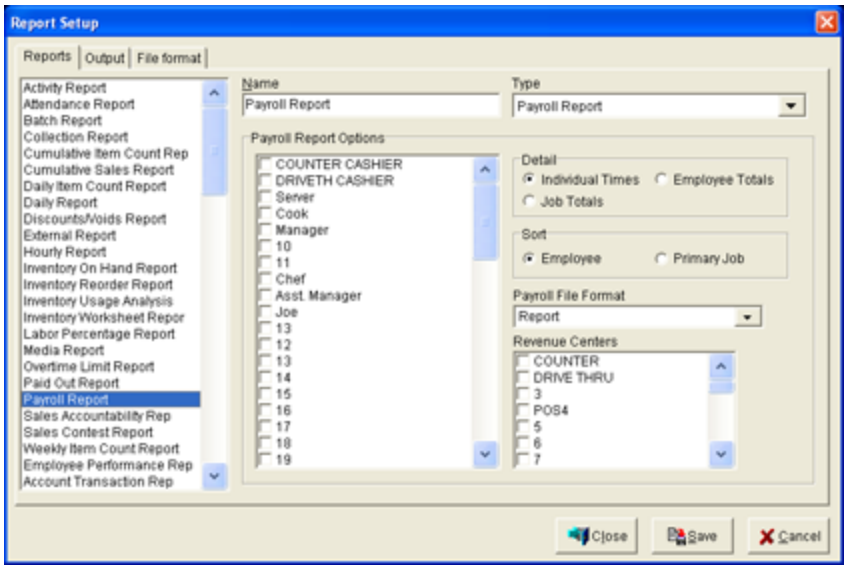


Figure x.x Payroll Report Options

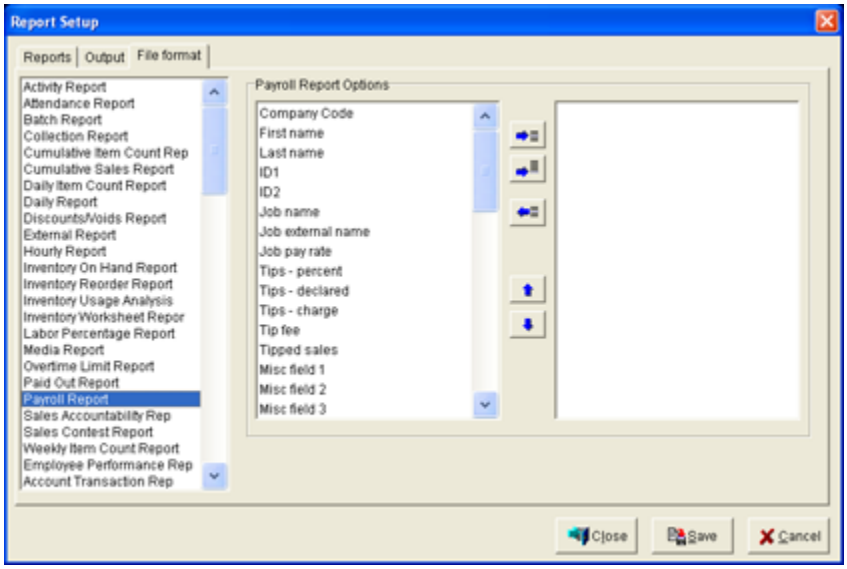
Field	Description	
Payroll Report Options	Select the jobs that are to be included in the Payroll percentage report.	
Detail	**Individual Times**	Turn this option ON to print each individual time record.
	Job Totals	The total hours for each of the employee's Jobs are printed.
	Employee Totals	Turn this option ON to print only the totals for each employee.
Sort	**Employee**	Turn this option ON to sort all time records by employee name.
	Primary Job	Turn this option ON to sort all time records by Primary Job.
Payroll File Format	**Report**	Select report for normal report format.
	ADP	Select if using the ADP report format.
	ADP Job Cost	Select if using the ADP Job Cost report format.
	Comma Delimited Declared Tips	Select if exporting to a comma separated with declared tips format.
	Comma Delimited % Tips	Select if exporting to a comma separated % tips format.
	QuickBooks Declared Tips	Select if exporting to QuickBooks declared tips format.
	QuickBooks % Tips	Select if exporting to QuickBooks % tips format.
	CrunchTime	Select if exporting to CrunchTime format.
Revenue Centers	Select the Revenue Centers to be used for the report.	

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.20.1 File Format

Purpose
The File Format Option on the Payroll Report is used to select the fields you wish to export. The File Format option must be set to "Comma Delimited" in the Report Window and the Output Type must be set to "File".



Procedure to Export a Payroll Report
- Set the File Type of the report to "Comma Delimited".
- Set the Destination of the report to "File".
- Name the file using the ".csv" extension in the "File Name / E-mail Attachment Name".
- Select the fields desired to be exported.
- Click Save.

Related Topics (none)

[TOP]

12.3.1.20.2 Sample Payroll Report

Purpose
A sample Payroll Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Payroll Report

```
Focus Cafe
                                Payroll Report for 4/23/200X-4/29/200X at 5/21/200X
```

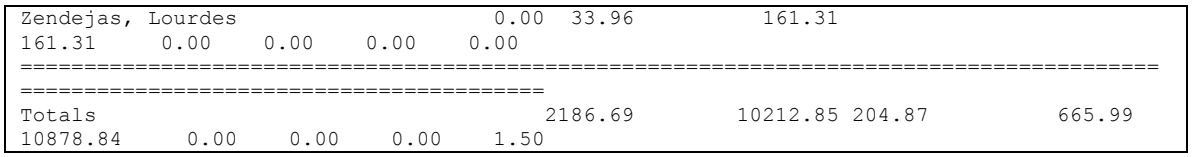
Job	Time In	Time Out	Date In	Date Out	Breaks	Regular Hours	Regular Rate	Regular Pay	Overtime Hours	Overtime Rate	Overtime Pay	Total Pay	Tipped Sales	8.00 % Charge Tips	Declrd Tips
Diaz, Jose					1.00	40.00		140.00	0.67W		3.52	143.52	0.00	0.00	0.00
Alvarez, Luis					0.00	40.00		269.99	0.72W		7.29	277.28	0.00	0.00	0.00
Aranda, `Abel					2.00	40.00		85.21	8.69W		27.81	113.02	0.00	0.00	0.00
Bernal, Ninfa					0.00	39.74		238.44				238.44	0.00	0.00	0.00
Briones, Genaro					0.00	37.05		175.98				175.98	0.00	0.00	0.00
Briones, Jose					1.00	40.00		85.19	4.70W		15.04	100.23	0.00	0.00	0.00
Carmona, Roberto					4.00	37.27		177.03				177.03	0.00	0.00	0.00
Chaires, Nick Simon					0.00	40.00		169.99	2.62W		16.72	186.71	0.00	0.00	0.00
Cortes, Efrain					0.00	40.00		360.00	11.24W		151.74	511.74	0.00	0.00	0.00
Cruz, Edith M.					0.00	40.00		270.01	0.48W		4.86	274.87	0.00	0.00	0.00
De Leon, Rosaura					0.00	40.00		326.02	4.65W		62.78	388.80	0.00	0.00	0.00
Doval, Alfredo					0.00	40.00		0.00	31.65W		0.00	0.00	0.00	0.00	0.00
Erazo, Anibal					0.00	31.74		160.03				160.03	0.00	0.00	0.00
Erazo, Hector					0.00	39.67		168.60				168.60	0.00	0.00	0.00
Estrada, Humberto					1.00	34.46		163.70				163.70	0.00	0.00	0.00
Garcia, Mario					0.00	38.18		81.32				81.32	0.00	0.00	0.00
Garcia, Rosemary					0.00	32.50		195.00				195.00	0.00	0.00	0.00
Giron, Perla					0.00	33.02		156.84				156.84	0.00	0.00	0.00
Gudino, Carlos					0.00	29.32		175.92				175.92	0.00	0.00	0.00
Guzman jr, Daniel					0.00	37.81		160.70				160.70	0.00	0.00	0.00
Hernandez, Esperanza					0.00	40.00		0.00	56.06W		0.00	0.00	0.00	0.00	0.00
Hernandez, Mariel					0.00	22.55		48.03				48.03	0.00	0.00	0.00
Herrera, Roberto					1.00	40.00		85.22	0.71W		2.27	87.49	0.00	0.00	0.00
Iraheta, Santos					0.00	26.98		182.11				182.11	0.00	0.00	0.00
Jaramillo, Ciro					1.00	40.00		85.21	3.69W		11.81	97.02	0.00	0.00	1.50
Lamaren, Ricardo					0.00	39.75		268.31				268.31	0.00	0.00	0.00
Lomeli, Ricardo					0.00	35.84		76.32				76.32	0.00	0.00	0.00
Lozano, Susana					0.00	37.35		233.43				233.43	0.00	0.00	0.00
Madrid, Ericka					0.00	30.76		184.56				184.56	0.00	0.00	0.00
Meledrez, Jose					2.00	40.00		85.22	0.75W		2.40	87.62	0.00	0.00	0.00
Melendrez, Francisco					0.00	40.00		170.00	0.17W		1.08	171.08	0.00	0.00	0.00
Morroquin, Estuardo					3.00	40.00		190.01	10.60W		75.47				

265.48 0.00 0.00 0.00 0.00
Olide, Juan 0.00 29.90 209.30
209.30 0.00 0.00 0.00 0.00
Osorio, Jorge 0.00 40.00 85.20 5.27W 16.86
102.06 0.00 0.00 0.00 0.00
Plascencia, Juana 0.00 29.34 190.71
190.71 0.00 0.00 0.00 0.00
Portillo, Manuel 0.00 31.14 210.19
210.19 0.00 0.00 0.00 0.00
Portillo, Maria D. 0.00 40.00 240.00 0.20W 1.80
241.80 0.00 0.00 0.00 0.00
Portillo, Santos 0.00 39.81 268.73
268.73 0.00 0.00 0.00 0.00
Ramirez, Everardo 0.00 35.82 250.74
250.74 0.00 0.00 0.00 0.00
Ramirez, Jose 0.00 17.78 146.68
146.68 0.00 0.00 0.00 0.00
Ramirez, Simon 0.00 37.36 308.22
308.22 0.00 0.00 0.00 0.00
Ramirez, mario 0.00 27.37 184.75
184.75 0.00 0.00 0.00 0.00
Reyes, Rosalina 0.00 40.00 170.00 2.83W 18.06
188.06 0.00 0.00 0.00 0.00
Rivera, Angel 0.00 40.00 85.20 0.83W 2.66
87.86 0.00 0.00 0.00 0.00
Rivera, Jose 0.00 21.56 140.14
140.14 0.00 0.00 0.00 0.00
Rocatti, Michelle 0.00 32.89 205.57
205.57 0.00 0.00 0.00 0.00
Rodriguez, Nora 0.00 32.82 237.94
237.94 0.00 0.00 0.00 0.00
Sanchez, Martin 2.00 40.00 85.20 2.59W 8.29
93.49 0.00 0.00 0.00 0.00
Sanchez, Oscar 1.00 40.00 240.00 5.19W 46.71
286.71 0.00 0.00 0.00 0.00
Serna, Cristal 0.00 10.97 82.27
82.27 0.00 0.00 0.00 0.00
Sosa, Reina 0.00 14.20 67.45
67.45 0.00 0.00 0.00 0.00
Tech, Service 0.00 18.23 0.00
0.00 0.00 0.00 0.00 0.00
ToGO, ToGo 0.00 40.00 0.00 23.91W 0.00
0.00 0.00 0.00 0.00 0.00
Triminio, Elvin 0.00 37.17 79.19
79.19 0.00 0.00 0.00 0.00
Focus Cafe

Paryoll Report for 4/23/200X-4/29/200X at 5/21/200X

4:16:29 PM Page 2

| Time| Time| Date| Date| |------ Regular -------|------ Overtime ------|
Total | Tipped | 8.00 %| Charge| Declrd|
Job | In | Out | In | Out |Breaks| Hours Rate Pay | Hours Rate Pay |
Pay | Sales | Sales | Tips | Tips |
==========
Tristan, Elvia 0.00 4.52 9.63
9.63 0.00 0.00 0.00 0.00
Ubeda, Rosa J 0.00 36.81 147.24
147.24 0.00 0.00 0.00 0.00
Valle, Claudia 1.00 40.00 85.20 3.98W 12.74
97.94 0.00 0.00 0.00 0.00
Vazquez, Jose 0.00 35.63 231.60
231.60 0.00 0.00 0.00 0.00
Venegas, Jose 0.00 40.00 300.01 7.52W 84.60
384.61 0.00 0.00 0.00 0.00
Venegas, Moises 0.00 40.00 280.00 5.89W 61.84
341.84 0.00 0.00 0.00 0.00
Venegas, Sergio 0.00 35.42 256.79
256.79 0.00 0.00 0.00 0.00
Villalta, Fancisco 2.00 40.00 85.20 9.26W 29.64
114.84 0.00 0.00 0.00 0.00



```
Zendejas, Lourdes                    0.00  33.96          161.31
161.31     0.00     0.00     0.00     0.00
=============================================================================================
=========================================
Totals                                    2186.69        10212.85 204.87          665.99
10878.84     0.00     0.00     0.00     1.50
```

Figure x.x Payroll Report Fields

Field		Description
Name		The employee's name.
ID1		The employee's ID1.
ID2		The employee's ID2.
Employee Meals		The total of Employee Meals charged to the employee during the pay period.
Job		If the report is sorted by Job then all time records for any employee that has that Job as a primary Job is p
Time In		The time the user clocked in.
Time Out		The time the user clocked out.
Date In		The date the user clocked in.
Date Out		The date the user clocked out.
Breaks		The number of hours the employee was on Break 1 and Break 2. The Dock Pay Option is taken into consid
Regular Hours		The number of hours the user worked at the Regular Pay Rate, net of Breaks.
Regular Pay Rate		The employee's Regular Pay Rate.
Regular Pay		The pay for regular hours worked. Regular Pay equals Regular Hours multiplied by Regular Pay Rate.
Overtime Hours	**Daily**	All hours greater than the daily overtime hour limit are considered Overtime Hours. The letter " Overtime Hours.
	Weekly	If daily and weekly overtime are configured, an employee who exceeds daily and weekly overti have worked over the daily overtime hour limit they are entitled to daily overtime. If that day weekly overtime limit, they do not get additional weekly overtime pay as well. The letter "W" is overtime hours.
Overtime Pay Rate		The employee's Overtime Pay Rate.
Overtime Pay		Overtime Pay equals Overtime Hours multiplied by Overtime Pay Rate.
Daily and Weekly Overtime Pay		Overtime Pay will be broken out into Daily Overtime and Weekly Overtime. A separate line is printed for Da
Total Pay		Total Pay equals Regular Pay plus Overtime Pay.
Tipped Sales		Tipped Sales equals the Tipped Sales on the Activity Report. The Sales Adjustment field in the time record
% Tipped Sales		The tip reporting percentage is multiplied by the Tipped Sales.
Charge Tips		Charge Tips are the Total Tips on credit card and account Payments minus the CC Tip Fee. The Tip Adjustr the Charge Tips.
Declared Tips		The tips the employee declared when they clocked out.
Adjustments (1-4)		The four adjustment fields in the time which may be entered in the Time Card Window.

Related Topics (none)

[TOP]

12.3.1.21 Sales Accountability Report

Purpose
The Sales Accountability Report displays individual employee sales related items on one report.

Accessing the Sales Accountability Report Options
While in Focus Setup, select Reports > Setup and then select the Sales Accountability Report.

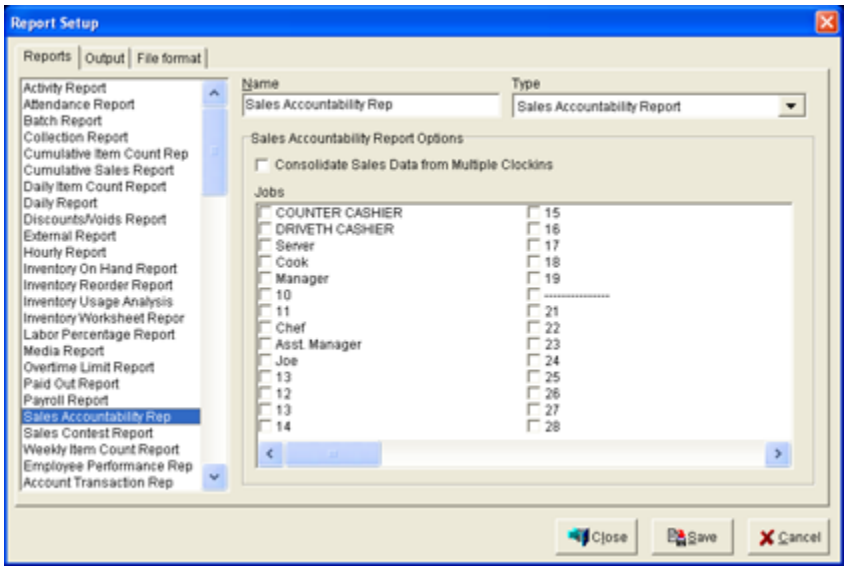


Figure x.x Sales Accountability Report Options

Field	Description
Consolidate Sales Data From Multiple Clockins	Select this option if the sales data form multiple clock ins will be reported on the report with one total per employee. Only one line is printed for each employee.
Jobs	Select the jobs that are to be included in the report.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.21.1 Sample Sales Accountability Report

Purpose
A sample Sales Accountability Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Sales Accountability Report

```
Focus Cafe
                                                    Sales Accountability Rep for 4/27/200X at 5/21/200X 4:18:1
```

Employee	Total Sales	Paidouts	Paidins/ GiftCards	Retained Tips	Tip Fee	Drops	Total Accountable	Total Payments	Gross Cash	Tips Paid	Ne Ca
Guadalupe	175.04	0.00	0.00	0.00	0.00	0.00	175.04	175.04	113.21	-6.00	107.
Yolanda	521.72	0.00	0.00	0.00	0.00	0.00	521.72	521.72	247.72	-40.23	207.
Lance	236.46	0.00	390.00	0.00	0.00	0.00	626.46	626.46	436.86	-5.00	431.
Valentin V	254.75	0.00	0.00	0.00	0.00	0.00	254.75	254.75	117.55	-12.71	104.
Arturo A.	483.55	0.00	0.00	0.00	0.00	0.00	483.55	483.55	249.62	-28.00	221.
Manuel P.	206.62	0.00	0.00	0.00	0.00	0.00	206.62	206.62	97.35	-8.00	89.
Miguel G.	367.91	0.00	0.00	0.00	0.00	0.00	367.91	367.91	200.70	-19.48	181.
Mario R.	249.77	0.00	0.00	0.00	0.00	0.00	249.77	249.77	138.04	-15.00	123.
Yolanda	522.45	0.00	0.00	0.00	0.00	0.00	522.45	522.45	372.17	-21.38	350.
Fransico A	577.17	0.00	0.00	0.00	0.00	0.00	577.17	577.17	431.67	-23.00	408.
Manuel P.	787.97	0.00	0.00	0.00	0.00	0.00	787.97	787.97	380.68	-32.17	348.
Miladt H.	857.86	0.00	0.00	0.00	0.00	0.00	857.86	857.86	516.27	-27.28	488.
Valentin V	705.24	0.00	0.00	0.00	0.00	0.00	705.24	705.24	138.12	-72.36	65.
Jose	533.76	0.00	0.00	0.00	0.00	0.00	533.76	533.76	199.37	-39.12	160.
Blanca K.	451.11	0.00	0.00	0.00	0.00	0.00	451.11	451.11	96.74	-32.00	64.
Guadalupe	509.27	0.00	0.00	0.00	0.00	0.00	509.27	509.27	242.99	-38.87	204.
Gil	703.65	0.00	0.00	0.00	0.00	0.00	703.65	703.65	393.28	-26.97	366.
TOGO	620.49	0.00	0.00	0.00	0.00	0.00	620.49	620.49	365.88	-7.60	358.
Ulises G.	665.32	0.00	0.00	0.00	0.00	0.00	665.32	665.32	59.37	-87.66	-28.
Mario R.	892.52	0.00	0.00	0.00	0.00	0.00	892.52	892.52	630.80	-29.54	601.
Service .	610.08	0.00	0.00	0.00	0.00	0.00	610.08	610.08	308.56	-35.73	272.
Totals	10932.71	0.00	390.00	0.00	0.00	0.00	11322.71	11322.71	5736.95	-608.10	5128

Figure x.x Sales Accountability Report Fields

Field	Description
Employee	The employee's name.
Total Sales	Total Sales equals Net Sales plus Total Tax.
Paid Outs	The total of all Paid Outs.
Paid Ins/Gift Cards	The total of all Paid Ins plus Gift Cards.
Retained Tips	Tips to be paid with the payroll.
Tip Fee	The Tip Fees of Payments that the employee is accountable.
Drops	The total dollar amount of all Drops.
Total Accountable	Total Accountable equals Total Sales minus Paid Outs plus Paid Ins plus Retained Tips plus Tip Fee plus/m
Total Payments	Total Payments equals Net Cash plus Credit Card plus Account plus Gift Certificates plus Employee Meals.
Gross Cash	The number of cash Payments and the total amount of cash collected from all Payments minus Cash Tips
Tips Paid	If the "Tips" option is set to "Pay out all tips" then all tips on non cash payments are paid out.
Net Cash	Net Cash equals Gross Cash minus Paid Outs plus Tip Fee minus Tips Paid Out minus Advances plus/minus
Checks	The total of all check Payments.
Cash & Checks	Cash & Checks equals Net Cash + Checks.
Credit Card	The total of all credit card Payments including Tips minus Refunded Payments.
Account	The total of all Account Payments including Tips.
Gift Certif	The total of all Gift Certificate Payments.

Emp. Meal	The total of all Employee Meal Payments.
Totals	The totals for all individual Activity Reports.

Related Topics (none)

[TOP]

12.3.1.22 Sales Contest Report

Purpose
The Sales Contest Report displays user defined criteria for Menu Item sales. The Sales Contest Report can also be displayed on Blackboards for live contest purposes. Promotions are a management tool used to increase sales by encouraging competition between members of the sales staff. Promotions can be printed or displayed at different times. Example: Lunch promotions do not display at dinner.

Accessing the Sales Contest Report Options
While in Focus Setup, select Reports > Setup and then select the Sales Contest Report.

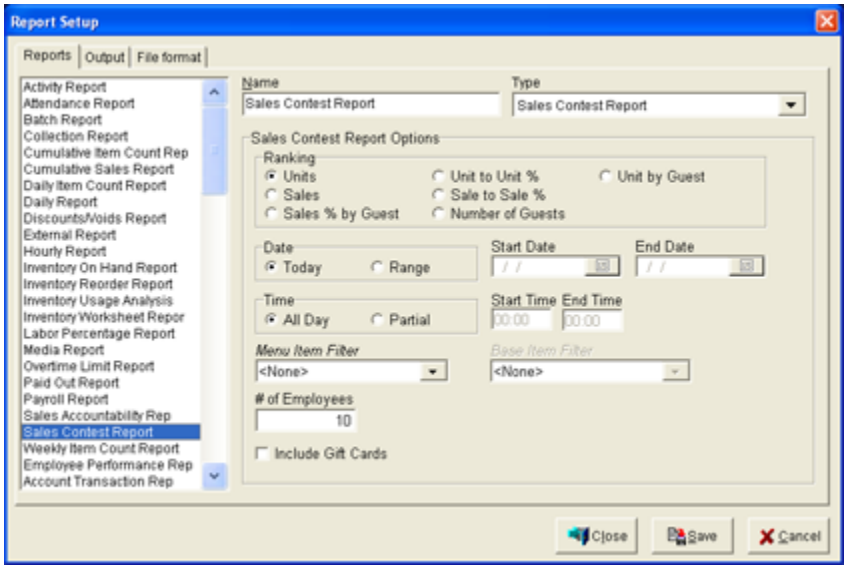


Figure x.x Sales Contest Report Options

Option	Description	
Ranking		Select this option to sort by the Units sold.
		Select this option to sort by the Sales amount.
		Select this option to sort by the Sales % by guest.
		Select this option to sort by the Unit to Unit %.
	Sales to Sale %	Select this option to sort by the Sales to Sale %.
	Number of Guests	Select this option to sort by the Number of Guests.
	Unit by Guest	Select this option to sort by the Unit by Guest.
Date	**Today**	Select today if the promotion will used the current sales date.

	Range	If the date is a range, enter the start date and end date of the promotion.
Time	**All day**	Select if the promotion is to be in effect for the entire business day.
	Partial	Select partial day if the promotion is only for a part of the business day.
Start Date	Enter the start date if the Partial time is selected.	
End Date	Enter the ending date if the Partial time is selected.	
Start Time	Enter the start time if the Partial time is selected.	
End Time	Enter the ending time if the Partial time is selected.	
Menu item filter	Select the menu filter that will be used for the selected promotion.	
# of Employees	Enter the number of employees that will be ranked in the promotion.	
Base item filter	Select the filter that will be used for the primary filter. Example: If your promotion was on "Hot wings" and it was based appetizers the person that sold the most hot wings by percentage of appetizers sold will be displayed.	
Include Gift Cards	Select if including Gift Cards on the report. Gift card activations and increments are included in the counts and sales resp	

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.22.1 Sample Sales Contest Report

Purpose
A sample Sales Contest Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Sales Contest Report

```
Focus Cafe
Sales Contest Report for 4/27/200X at 5/21/200X 4:19:53 PM Page 1

Employee                                                  Count
============================================================
DANIEL                                                       15
CALDERON                                                     11
EDGAR  A.                                                     9
Rene A.                                                       8
SARA B.                                                       7
SANTIAGO A.                                                   6
RUBEN B.                                                      5
ANGELICA I.                                                   4
ANDRES V.                                                     4
HECTOR T.                                                     4
------------------------------------------------------------
```

Figure x.x Sales Contest Report Fields

Field	Description
Employee	The employee's name.
Sales Contest Item	The name and calculation of the items in the contest depending on the setup of the report.

Related Topics (none)

[TOP]

12.3.1.23 Weekly Item Count Report

Purpose
The Weekly Item Count Report displays the Menu Items sold for each day of the week.

Accessing the Weekly Item Count Report Options
While in Focus Setup, select Reports > Setup and then select the Weekly Item Count Report.

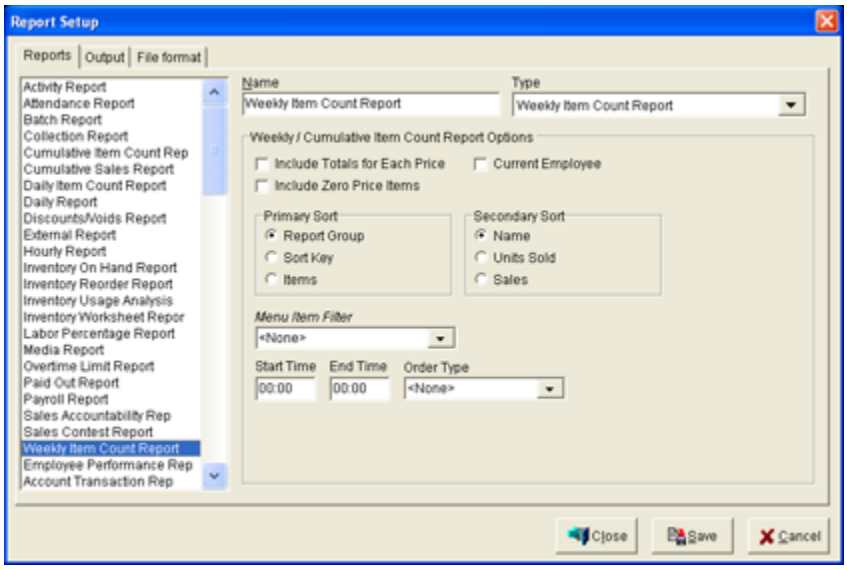


Figure x.x Weekly Item Count Report Options

Field	Description	
Name	A unique name for the report.	
Include Totals for Each Price	Select this option if a separate line will be displayed/printed for each price at which the item has been sold	
Include Zero Price Items	Select this option if zero priced items and modifiers will be included on the report	
Current Employee	Select this option to view data from the currently selected employee.	
Primary Sort Options	**Report group**	Select this option if the report is to be sorted by Report Group. A break occurs whenever each Report Group.
	Sort key	Select this option if the report is to be sorted by the Item Sort Code field. A break occurs Totals are displayed for each Sort Key and Report Group.
	Item	Select this option if the report data is to be sorted by Item Check name. Report Group an
Secondary Sort	**Name**	Select this option to use alphanumeric Item Name as the secondary sort criteria.
	Units Sold	Select this option to use Item Units sold as the secondary sort criteria.
	Sales	Select this option to use Item Sales Total as the secondary sort criteria.
Menu item Filter	Select the Menu Item Filter that the Cumulative Item Report is to be used for. Menu Item Filters are configure	

Start Time	The Time Range you wish to view item sales.
End Time	The Time Range you wish to view item sales.
Order Type	Select the Order Type you wish to view item sales.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.23.1 Sample Weekly Item Count Report

Purpose
A sample Weekly Item Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Weekly Item Report

```
Focus Cafe
                                    Weekly Item Count Report for 4/24/200X-4/30/200X at
5/21/200X 4:41:41 PM Page 1

                          |    4/24/200X    |    4/25/200X    |    4/26/200X    |
4/27/200X    |    4/28/200X    |    4/29/200X    |    4/30/200X    |
                          |    Tuesday      |    Wednesday    |    Thursday     |    Friday
|    Saturday    |    Sunday       |    Monday       |
                          |           Net   |           Net   |           Net   |
Net   |           Net   |           Net   |           Net   |
                            Price |  Units   Sales |  Units   Sales |  Units   Sales |  Units
Sales |  Units   Sales |  Units   Sales |  Units   Sales |
================================================================================================
=========================================================
Liquor
  Bacardi                 |   1.00     4.50|   2.00     9.00|   0.00     0.00|   0.00
0.00|   0.00     0.00|   0.00     0.00|   0.00     0.00|
  CORRALEJO S.            |   0.00     0.00|   0.00     0.00|   0.00     0.00|   8.00
48.00|   0.00     0.00|   0.00     0.00|   0.00     0.00|
 AMARETTO                 |   0.00     0.00|   4.00    18.00|   0.00     0.00|   1.00
4.50|   1.00     4.50|   0.00     0.00|   0.00     0.00|
 Absolute                 |   0.00     0.00|   0.00     0.00|   0.00     0.00|   2.00
9.00|   2.00     9.00|   0.00     0.00|   0.00     0.00|
 Apple Tini               |   0.00     0.00|   4.00    22.00|   0.00     0.00|   0.00
0.00|   0.00     0.00|   0.00     0.00|   0.00     0.00|
 BIG APPLE MARTIN         |   0.00     0.00|   0.00     0.00|   0.00     0.00|   0.00
0.00|   0.00     0.00|   1.00     6.50|   0.00     0.00|
 Black Russian            |   0.00     0.00|   0.00     0.00|   0.00     0.00|   0.00
0.00|   1.00     6.00|   0.00     0.00|   0.00     0.00|
 Bldy Mary                |   0.00     0.00|   1.00     5.00|   0.00     0.00|   2.00
10.00|   2.00    10.00|   0.00     0.00|   0.00     0.00|
 CASADORES REPOSA         |   0.00     0.00|   0.00     0.00|   0.00     0.00|   2.00
12.00|   0.00     0.00|   0.00     0.00|   0.00     0.00|
 Chivas                   |   0.00     0.00|   0.00     0.00|   0.00     0.00|   0.00
0.00|   2.00    10.50|   4.00    21.00|   0.00     0.00|
 Cocaine                  |   0.00     0.00|   0.00     0.00|   0.00     0.00|   0.00
0.00|   0.00     0.00|   2.00    15.00|   0.00     0.00|
 Crown Royal              |   0.00     0.00|   0.00     0.00|   0.00     0.00|  14.00
70.00|   6.00    30.00|   0.00     0.00|   0.00     0.00|
 Don Julio                |   0.00     0.00|   0.00     0.00|   2.00    13.00|  18.00
117.00|   0.00     0.00|   0.00     0.00|   0.00     0.00|
 EDUARDO SILVER           |   0.00     0.00|   0.00     0.00|   0.00     0.00|   1.00
6.75|   0.00     0.00|   0.00     0.00|   0.00     0.00|
 Gin                      |   0.00     0.00|   0.00     0.00|   0.00     0.00|   3.00
10.50|   0.00     0.00|   0.00     0.00|   0.00     0.00|
```

Grd. Marnier	4.00	21.00	0.00	0.00	2.00	10.50	2.00	10.50	0.00	0.00	
Grey Goose	1.00	5.00	0.00	0.00	0.00	0.00	1.00	5.00	2.00	10.00	
HENNESSY	0.00	0.00	0.00	0.00	0.00	0.00	5.00	35.00	2.00	14.00	
HPNOTIQ	0.00	0.00	0.00	0.00	0.00	0.00	2.00	11.00	0.00	0.00	
Hornitos	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	118.75	
Hurricane	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	6.50	
J. W. Black	0.00	0.00	0.00	0.00	0.00	0.00	5.00	26.25	1.00	5.25	
Jack Daniels	0.00	0.00	3.00	14.25	0.00	0.00	3.00	14.25	2.00	9.50	
Jagermister	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	31.50	
Jimador	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	38.00	
Jum.Gran.Gold F.	0.00	0.00	0.00	0.00	0.00	0.00	2.00	24.00	0.00	0.00	
Jumbo Rox	3.00	17.00	15.00	81.00	31.00	169.00	53.00	367.00	28.00	190.00	
Jumbo Gold Froze	0.00	0.00	1.00	10.00	0.00	0.00	1.00	10.00	6.00	60.00	
Jumbo Gold Rocas	0.00	0.00	0.00	0.00	0.00	0.00	3.00	30.00	0.00	0.00	
Jumbo Mango	0.00	0.00	0.00	0.00	0.00	0.00	4.00	32.00	0.00	0.00	
Jumbo Midori Fz.	0.00	0.00	0.00	0.00	1.00	9.50	1.00	9.50	0.00	0.00	
Jumbo Peach Marg	0.00	0.00	0.00	0.00	1.00	8.00	8.00	64.00	6.00	48.00	
Jumbo Sangria Ma	0.00	0.00	0.00	0.00	0.00	0.00	1.00	9.50	0.00	0.00	
Jumbo Strawberry	8.00	64.00	10.00	80.00	5.00	40.00	52.00	416.00	61.00	488.00	
JumboMarg Frozen	43.00	231.00	70.00	390.00	52.00	298.00	136.00	888.00	112.00	744.00	
Kahlua	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	6.00	
Kamikaze	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	16.50	
L I Tea	0.00	0.00	0.00	0.00	0.00	0.00	1.00	7.00	4.00	28.00	
Liquor	0.00	0.00	0.00	0.00	0.00	0.00	6.00	36.00	0.00	0.00	
M./ WATER	1.00	1.50	1.00	1.50	2.00	3.00	0.00	0.00	0.00	0.00	
Malibu	0.00	0.00	0.00	0.00	0.00	0.00	1.00	4.50	2.00	9.00	
Marg Pitcher	2.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	25.00	
Marg Straw	1.00	4.75	1.00	4.75	1.00	4.75	4.00	19.00	23.00	109.25	
Marg. Froz.	9.00	22.50	30.00	82.00	8.00	24.00	24.00	72.00	6.00	19.00	
Marg. Rox	1.00	2.50	7.00	17.50	3.00	7.50	0.00	0.00	2.00	7.00	
Marg.Peach	0.00	0.00	0.00	0.00	0.00	0.00	1.00	4.00	0.00	0.00	
Martini	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Michelada Domest	0.00	0.00	7.00	28.00	0.00	0.00	19.00	76.00	13.00	52.00	
Michelada Import	4.00	18.00	5.00	22.50	8.00	36.00	35.00	157.50	27.00	121.50	
Orange Juice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.95	
Patron	0.00	0.00	26.00	169.00	5.00	32.50	10.00				

65.00| 4.00 26.00| 0.00 0.00| 0.00 0.00|

	4/24/200X	4/25/200X	4/26/200X	4/27/200X	4/28/200X	4/29/200X	4/30/200X
	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
	Net	Net	Net	Net	Net	Net	Net
	Price	Units Sales	Units Sales	Units Sales	Units Sales	Units Sales	Units Sales
Patron Jumbo Mar	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	3.00 36.00	0.00 0.00	0.00 0.00	0.00 0.00
Pina Colada	0.00	0.00	9.00 45.00	3.00 15.00	24.00 120.00	62.00 310.00	2.00 10.00	0.00 0.00
RED BULL	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	1.00 3.00	0.00 0.00	0.00 0.00
Red Bull Blaster	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	8.00 52.00	0.00 0.00	0.00 0.00
Rum	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	1.00 2.25	0.00 0.00	0.00 0.00
Salty Dog	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1.00 4.50	0.00 0.00	0.00 0.00
Sangria	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	1.00 4.00	0.00 0.00	0.00 0.00	0.00 0.00
Seagrems 7	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	3.00 13.50	0.00 0.00	5.00 22.50	0.00 0.00
Sex On The Beach	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3.00 24.00	0.00 0.00	0.00 0.00
Sky	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2.00 9.00	0.00 0.00	0.00 0.00
Slice	3.00	5.25	0.00 0.00	5.00 8.75	9.00 15.75	10.00 17.50	4.00 7.00	2.00 3.50
Smirnoff	0.00	0.00	1.00 4.50	1.00 4.50	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Strawbery Daikir	0.00	0.00	2.00 10.00	2.00 10.00	7.00 35.00	10.00 50.00	2.00 10.00	0.00 0.00
Tequila Cuervo 1	3.00	14.25	6.00 28.50	3.00 14.25	4.00 19.00	1.00 4.75	0.00 0.00	0.00 0.00
VODKA/RED BULL	0.00	0.00	0.00 0.00	3.00 19.50	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Vampiro	0.00	0.00	2.00 10.00	0.00 0.00	1.00 5.00	1.00 5.00	0.00 0.00	1.00 5.00
Vodka	0.00	0.00	0.00 0.00	0.00 0.00	2.00 7.00	0.00 0.00	0.00 0.00	0.00 0.00
uchanans	0.00	0.00	0.00 0.00	2.00 10.50	4.00 10.50	35.00 183.75	12.00 63.00	0.00 0.00
Liquor Total	84.00	461.25	207.00 1052.50	140.00 738.25	490.00 2948.75	496.00 2918.20	120.00 694.75	35.00 157.75
Wine								
Burgundy	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00	3.00 9.25	1.00 3.50	0.00 0.00
Chardonnay	0.00	0.00	0.00 0.00	0.00 0.00	1.00 3.50	0.00 0.00	0.00 0.00	0.00 0.00
Zinfindel	0.00	0.00	0.00 0.00	0.00 0.00	4.00 14.00	0.00 0.00	0.00 0.00	0.00 0.00
Wine Total	0.00	0.00	0.00 0.00	0.00 0.00	5.00 17.50	3.00 9.25	1.00 3.50	0.00 0.00
Beer								
Bohemia	0.00	0.00	0.00 0.00	0.00 0.00	5.00 16.25	0.00 0.00	0.00 0.00	0.00 0.00

```
 Bud                       |   1.00     2.75|   7.00    14.25|   4.00     8.00|  21.00
57.75|  25.00    64.75|   3.00     8.25|   0.00     0.00|
 Bud Light                 |  19.00    44.25|  37.00    80.75|  43.00    95.25| 257.00
696.25| 137.00   371.75|  40.00   110.00|   7.00    12.25|
 Cartablanca               |   0.00     0.00|   1.00     2.00|   0.00     0.00|   0.00
0.00|   0.00     0.00|   0.00     0.00|   0.00     0.00|
 Coors Light               |   6.00    10.50|   9.00    18.75|   4.00     7.00|  10.00
17.50|   2.00     5.50|   0.00     0.00|   0.00     0.00|
 Corona                    |   0.00     0.00|   4.00    10.50|   9.00    21.75|  45.00
142.50|  82.00   259.00|   9.00    29.25|   0.00     0.00|
 DosXX Lager               |   0.00     0.00|   9.00    18.00|  10.00    27.50|  49.00
153.00|   8.00    26.00|   5.00    16.25|   0.00     0.00|
 HEINEKEN                  |   0.00     0.00|   2.00     5.25|   0.00     0.00|   6.00
19.50|   0.00     0.00|   0.00     0.00|   0.00     0.00|
 MICHELLOB                 |   0.00     0.00|   0.00     0.00|  11.00    21.25|   2.00
3.50|   8.00    22.00|   2.00     5.50|   0.00     0.00|
 Miller Lite               |  18.00    33.50|  18.00    32.50|   3.00     6.25|  44.00
116.00|  21.00    52.75|   2.00     5.50|   7.00    12.25|
 Modelo Especial           |   2.00     6.50|   9.00    24.25|   5.00    13.75|  11.00
35.75|  10.00    31.25|   5.00    16.25|   0.00     0.00|
 Negra Modelo              |   0.00     0.00|   4.00     8.00|   3.00     9.75|   8.00
23.50|   3.00     9.75|   6.00    19.50|   0.00     0.00|
 Tecate                    |   0.00     0.00|   0.00     0.00|   2.00     4.00|  23.00
67.25|  20.00    62.50|   3.00     9.75|   0.00     0.00|
-------------------------------------------------------------------------------------------
-----------------------------------------------------------
Beer Total                 |  46.00    97.50| 100.00   214.25|  94.00   214.50| 481.00
1348.75| 316.00   905.25|  75.00   220.25|  14.00    24.50|

Food
  Charros 12 oz            |   0.00     0.00|   0.00     0.00|   0.00     0.00|   8.00
22.00|   0.00     0.00|   1.00     2.75|   0.00     0.00|
  Guacamole Fiest          |   1.00     5.95|   1.00     5.95|   0.00     0.00|  12.00
71.40|   2.00    11.90|   2.00    11.90|   2.00    11.90|
 (1) Codorniz              |   0.00     0.00|   0.00     0.00|   0.00     0.00|   0.00
0.00|   1.00     5.00|   2.00    10.00|   0.00     0.00|
 1 Beef Enchilada          |   0.00     0.00|   1.00     2.25|   0.00     0.00|   1.00
2.25|   2.00     4.50|   1.00     2.25|   0.00     0.00|
 1 Cheese Enchila          |   0.00     0.00|   0.00     0.00|   0.00     0.00|   1.00
2.25|   0.00     0.00|   0.00     0.00|   0.00     0.00|
 1 Chicken Enchil          |   0.00     0.00|   1.00     2.25|   0.00     0.00|   1.00
2.25|   0.00     0.00|   0.00     0.00|   0.00     0.00|
Focus Cafe
                                    Weekly Item Count Report for 4/24/200X-4/30/200X at
5/21/200X 4:41:41 PM Page 3

                           |    4/24/200X   |    4/25/200X   |    4/26/200X   |
4/27/200X   |    4/28/200X   |    4/29/200X   |    4/30/200X   |
                           |    Tuesday     |    Wednesday   |    Thursday    |    Friday
|    Saturday    |    Sunday      |    Monday      |
                           |           Net  |           Net  |           Net  |
Net  |           Net  |           Net  |           Net  |
                     Price |  Units   Sales |  Units   Sales |  Units   Sales |  Units
Sales |  Units   Sales |  Units   Sales |  Units   Sales |
===========================================================================================
=========================================================
 1 Chile Relleno           |   0.00     0.00|   0.00     0.00|   0.00     0.00|   0.00
0.00|   2.00     3.74|   0.00     0.00|   0.00     0.00|
 1 Crispy Taco             |   0.00     0.00|   3.00     6.00|   1.00     2.00|   3.00
6.00|   1.00     2.00|   0.00     0.00|   1.00     2.00|
 1 Diet Coke               |   9.00    14.87|  11.00    19.25|   5.00     8.75|  16.00
28.00|   7.00    10.50|   5.00     8.75|   5.00     7.87|
 1 Dr. Pepper              |   6.00     9.62|   4.00     7.00|  10.00    17.50|  16.00
28.00|  18.00    29.75|  15.00    26.25|   3.00     5.25|
 1 Fajita lunch            |   1.00     6.35|   2.00    22.50|   3.00    19.05|   1.00
11.25|   0.00     0.00|   0.00     0.00|   0.00     0.00|
 1 GORDITA                 |   0.00     0.00|   0.00     0.00|   0.00     0.00|   0.00
0.00|   2.00     5.50|   0.00     0.00|   0.00     0.00|
 1 Ice Tea                 |  61.00   104.99|  58.00    97.99|  58.00    98.16| 101.00
175.35|  48.00    80.50|  33.00    57.75|  59.00    98.85|
 1 Pepsi                   |  27.00    47.25|   9.00    15.05|  24.00    42.00|  44.00
```

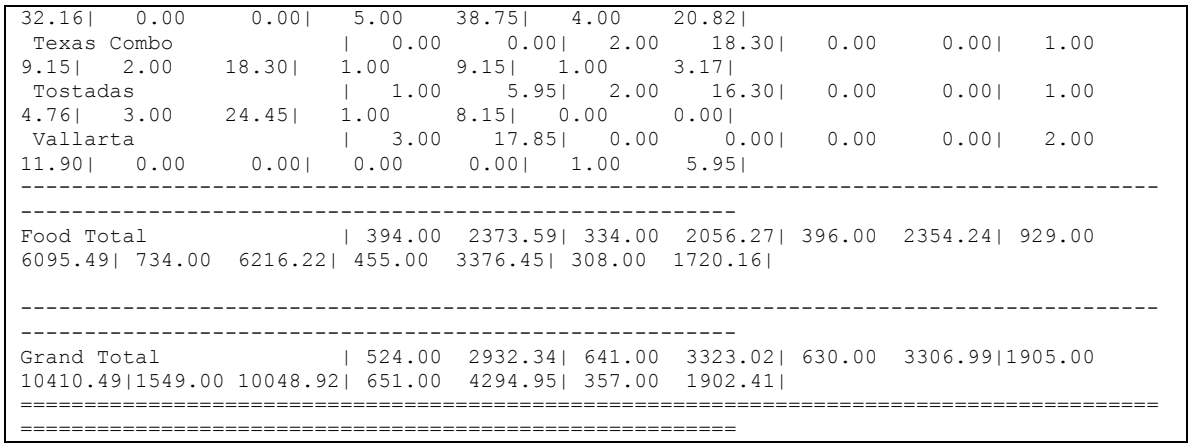
77.00| 46.00 78.75| 34.00 59.50| 12.00 20.12|
1 Soft Taco | 0.00 0.00| 1.00 2.45| 0.00 0.00| 0.00
0.00| 5.00 12.25| 0.00 0.00| 0.00 0.00|
1 Spinach Enchil | 0.00 0.00| 0.00 0.00| 0.00 0.00| 0.00
0.00| 0.00 0.00| 0.00 0.00| 1.00 2.50|
1 Taco al carbon | 1.00 2.60| 8.00 20.80| 9.00 23.40| 17.00
42.90| 22.00 52.00| 14.00 35.10| 2.00 5.20|
1 Tamal | 1.00 2.00| 0.00 0.00| 2.00 4.00| 1.00
2.00| 1.00 2.00| 0.00 0.00| 0.00 0.00|
1 Tostada | 0.00 0.00| 0.00 0.00| 0.00 0.00| 1.00
3.75| 0.00 0.00| 0.00 0.00| 0.00 0.00|
1/2 Jalapos | 0.00 0.00| 2.00 13.90| 0.00 0.00| 0.00
0.00| 0.00 0.00| 1.00 6.95| 0.00 0.00|
1/2 N PAL | 5.00 31.25| 2.00 12.50| 6.00 34.38| 14.00
87.50| 14.00 87.50| 5.00 31.25| 2.00 9.38|
1/2 Nachos Regul | 0.00 0.00| 0.00 0.00| 0.00 0.00| 0.00
0.00| 2.00 10.80| 0.00 0.00| 0.00 0.00|
1/2 PAPANACHOS | 0.00 0.00| 0.00 0.00| 0.00 0.00| 3.00
23.25| 1.00 7.75| 1.00 7.75| 0.00 0.00|
1/2 Quesadillas | 3.00 18.00| 2.00 12.00| 6.00 36.00| 9.00
54.00| 5.00 27.00| 4.00 24.00| 5.00 27.00|
1/2 Sour Cream | 0.00 0.00| 1.00 1.15| 0.00 0.00| 2.00
2.30| 2.00 2.30| 1.00 1.15| 0.00 0.00|
2 Crispy Taco | 1.00 4.00| 0.00 0.00| 0.00 0.00| 2.00
8.00| 0.00 0.00| 1.00 4.00| 0.00 0.00|
2 Enchiladas | 1.00 4.50| 1.00 4.50| 0.00 0.00| 1.00
4.50| 0.00 0.00| 1.00 4.50| 2.00 9.00|
3 Tortillas | 2.00 1.90| 0.00 0.00| 0.00 0.00| 2.00
1.90| 1.00 0.95| 0.00 0.00| 1.00 0.95|
Beans Side | 3.00 6.75| 1.00 2.25| 0.00 0.00| 3.00
6.75| 2.00 4.50| 1.00 2.25| 0.00 0.00|
Brocheta | 4.00 63.00| 3.00 39.37| 0.00 0.00| 7.00
110.25| 5.00 78.75| 1.00 15.75| 1.00 15.75|
Buffalo Wings | 0.00 0.00| 0.00 0.00| 1.00 9.75| 3.00
29.25| 2.00 19.50| 2.00 19.50| 0.00 0.00|
C/Relleno Camaro | 1.00 11.75| 0.00 0.00| 0.00 0.00| 0.00
0.00| 0.00 0.00| 0.00 0.00| 0.00 0.00|
CALIFORNIA BURI. | 0.00 0.00| 0.00 0.00| 1.00 0.00| 0.00
0.00| 0.00 0.00| 0.00 0.00| 0.00 0.00|
CAMARON EMPANIZA | 0.00 0.00| 2.00 21.75| 0.00 0.00| 2.00
29.00| 2.00 29.00| 1.00 14.50| 0.00 0.00|
CAMARON/PLANCHA | 0.00 0.00| 0.00 0.00| 0.00 0.00| 3.00
47.25| 1.00 15.75| 1.00 15.75| 0.00 0.00|
CHILE C/Queso C/ | 1.00 6.75| 1.00 6.75| 3.00 20.25| 4.00
27.00| 1.00 6.75| 1.00 6.75| 1.00 6.75|
CHULETAS | 0.00 0.00| 1.00 10.75| 0.00 0.00| 5.00
42.99| 0.00 0.00| 0.00 0.00| 1.00 10.75|
COCKTAIL CH. | 0.00 0.00| 0.00 0.00| 0.00 0.00| 3.00
19.50| 4.00 26.00| 0.00 0.00| 0.00 0.00|
COCKTAIL GDE. | 0.00 0.00| 0.00 0.00| 0.00 0.00| 3.00
32.85| 1.00 5.47| 3.00 32.85| 0.00 0.00|
Caldo Res | 3.00 21.00| 2.00 14.00| 3.00 21.00| 6.00
42.00| 3.00 14.00| 7.00 42.00| 8.00 52.50|
Caldo Tlalpeno | 9.00 62.55| 8.00 55.60| 7.00 41.69| 6.00
41.70| 6.00 34.75| 5.00 27.79| 4.00 27.80|
Camaron Acapulco | 1.00 16.75| 0.00 0.00| 0.00 0.00| 2.00
33.50| 1.00 16.75| 0.00 0.00| 0.00 0.00|
Camaron Diablo | 2.00 31.50| 0.00 0.00| 0.00 0.00| 1.00
15.75| 5.00 78.75| 0.00 0.00| 0.00 0.00|
Camaron Mazatlan | 1.00 15.75| 0.00 0.00| 1.00 15.75| 2.00
31.50| 3.00 47.25| 2.00 31.50| 1.00 15.75|
Carne Asada | 0.00 0.00| 2.00 23.90| 1.00 11.95| 5.00
59.75| 7.00 65.71| 4.00 47.80| 2.00 23.90|
Charros | 0.00 0.00| 0.00 0.00| 0.00 0.00| 1.00
2.15| 0.00 0.00| 0.00 0.00| 0.00 0.00|
Chilaquiles Verd | 0.00 0.00| 0.00 0.00| 0.00 0.00| 0.00
0.00| 0.00 0.00| 1.00 2.48| 0.00 0.00|
Chile Relleno | 1.00 9.75| 1.00 9.75| 2.00 19.50| 5.00
48.75| 3.00 29.25| 2.00 19.50| 0.00 0.00|
Chile con Queso | 11.00 63.25| 9.00 45.99| 5.00 28.75| 33.00
186.87| 18.00 103.50| 11.00 63.25| 3.00 17.25|

| | | |

62.00| 4.00 62.00| 1.00 15.50| 1.00 15.50|
Ixtapa Mix | 1.00 15.25| 2.00 30.50| 7.00 106.75| 6.00
91.50| 11.00 167.75| 12.00 183.00| 0.00 0.00|
JALISCO BURI. | 2.00 17.90| 0.00 0.00| 0.00 0.00| 0.00
0.00| 0.00 0.00| 0.00 0.00| 0.00 0.00|
Jalapos | 0.00 0.00| 2.00 23.90| 0.00 0.00| 3.00
35.85| 2.00 23.90| 0.00 0.00| 1.00 11.95|
Jamaica | 1.00 2.00| 3.00 6.00| 4.00 8.00| 6.00
12.00| 2.00 4.00| 6.00 10.00| 1.00 2.00|
Laredo | 8.00 51.22| 6.00 34.92| 4.00 26.00| 14.00
100.90| 3.00 24.45| 3.00 24.45| 5.00 28.97|
Lemonade | 2.00 3.50| 1.00 1.75| 4.00 7.00| 17.00
29.75| 19.00 33.25| 13.00 22.75| 3.00 5.25|
MENUDO | 0.00 0.00| 0.00 0.00| 0.00 0.00| 6.00
38.50| 6.00 42.00| 5.00 21.00| 0.00 0.00|
MOJARRA | 0.00 0.00| 0.00 0.00| 2.00 17.90| 1.00
8.95| 0.00 0.00| 0.00 0.00| 0.00 0.00|
MOLE ENCHILADAS | 5.00 31.31| 3.00 26.85| 3.00 26.85| 9.00
76.07| 7.00 62.65| 2.00 17.90| 1.00 8.95|
Milanesa | 0.00 0.00| 2.00 21.50| 0.00 0.00| 5.00
48.37| 10.00 102.12| 2.00 21.50| 1.00 10.75|
Mole Pollo | 0.00 0.00| 3.00 29.85| 0.00 0.00| 1.00
9.95| 1.00 9.95| 0.00 0.00| 1.00 9.95|
NIÑO CHICKEN | 2.00 9.90| 1.00 4.95| 1.00 4.95| 9.00
44.55| 6.00 29.70| 8.00 34.64| 2.00 9.90|
Nachos Palenque | 8.00 71.60| 4.00 35.80| 10.00 89.50| 27.00
232.70| 10.00 89.50| 5.00 44.75| 7.00 62.65|
OPEN FOOD | 0.00 0.00| 2.00 8.90| 1.00 16.95| 5.00
31.15| 3.00 9.95| 0.00 0.00| 0.00 0.00|
POZOLE | 0.00 0.00| 0.00 0.00| 0.00 0.00| 2.00
10.42| 10.00 41.70| 4.00 27.80| 0.00 0.00|
Papa Nachos | 0.00 0.00| 4.00 34.12| 2.00 19.50| 3.00
29.25| 4.00 39.00| 0.00 0.00| 2.00 14.62|
Parrilla Fiesta | 0.00 0.00| 4.00 140.00| 2.00 53.50| 6.00
220.50| 27.00 1360.35| 11.00 443.50| 0.00 0.00|
Parrilla Palenqu | 3.00 110.95| 1.00 6.47| 1.00 6.47| 6.00
158.75| 8.00 210.27| 6.00 114.74| 0.00 0.00|
Pechuaga Jardine | 1.00 12.00| 1.00 12.00| 0.00 0.00| 3.00
36.00| 2.00 24.00| 0.00 0.00| 0.00 0.00|
Pechuga Monterre | 5.00 49.75| 4.00 39.80| 4.00 39.80| 9.00
89.55| 5.00 49.75| 2.00 19.90| 1.00 9.95|
Pechuga Tapatia | 1.00 10.75| 1.00 10.75| 1.00 10.75| 2.00
21.50| 3.00 32.25| 1.00 10.75| 3.00 32.25|
Pechugas A La Di | 0.00 0.00| 0.00 0.00| 2.00 23.90| 0.00
0.00| 3.00 35.85| 0.00 0.00| 0.00 0.00|
Pico de Gallo | 0.00 0.00| 0.00 0.00| 0.00 0.00| 1.00
1.25| 0.00 0.00| 0.00 0.00| 0.00 0.00|
Pina Colada Virg | 0.00 0.00| 0.00 0.00| 0.00 0.00| 4.00
14.00| 9.00 31.50| 0.00 0.00| 1.00 3.50|
Pollo Loco | 4.00 33.25| 1.00 9.50| 5.00 38.00| 7.00
66.50| 10.00 95.00| 6.00 57.00| 3.00 28.50|
Quesadillas | 4.00 30.60| 4.00 35.80| 2.00 17.90| 16.00
134.24| 13.00 116.35| 2.00 17.90| 1.00 8.95|
Queso Del Mar | 1.00 9.75| 1.00 9.75| 0.00 0.00| 7.00
68.25| 6.00 58.50| 0.00 0.00| 0.00 0.00|
Queso F.Faj-Mush | 0.00 0.00| 0.00 0.00| 1.00 9.75| 0.00
0.00| 0.00 0.00| 0.00 0.00| 0.00 0.00|
Queso Flameado | 3.00 26.85| 4.00 35.80| 3.00 26.85| 11.00
98.45| 9.00 80.55| 2.00 17.90| 2.00 17.90|
Rancho Grande | 3.00 43.50| 1.00 14.50| 1.00 14.50| 12.00
159.50| 5.00 72.50| 1.00 14.50| 1.00 14.50|
Reynosa | 3.00 17.85| 2.00 11.90| 2.00 11.90| 2.00
14.10| 1.00 8.15| 0.00 0.00| 5.00 31.95|
Rice Side | 1.00 2.25| 1.00 2.25| 1.00 2.25| 3.00
6.75| 10.00 20.25| 7.00 15.75| 2.00 4.50|

| 4/24/200X | 4/25/200X | 4/26/200X |
4/27/200X | 4/28/200X | 4/29/200X | 4/30/200X |

| | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Sunday | | Monday | | |



```
32.16|   0.00     0.00|   5.00    38.75|   4.00    20.82|
 Texas Combo             |   0.00     0.00|   2.00    18.30|   0.00     0.00|   1.00
9.15|   2.00    18.30|   1.00     9.15|   1.00     3.17|
 Tostadas                |   1.00     5.95|   2.00    16.30|   0.00     0.00|   1.00
4.76|   3.00    24.45|   1.00     8.15|   0.00     0.00|
 Vallarta                |   3.00    17.85|   0.00     0.00|   0.00     0.00|   2.00
11.90|   0.00     0.00|   0.00     0.00|   1.00     5.95|
-------------------------------------------------------------------------------------------
-------------------------------------------------------
Food Total               | 394.00  2373.59| 334.00  2056.27| 396.00  2354.24| 929.00
6095.49| 734.00  6216.22| 455.00  3376.45| 308.00  1720.16|

-------------------------------------------------------------------------------------------
-------------------------------------------------------
Grand Total              | 524.00  2932.34| 641.00  3323.02| 630.00  3306.99|1905.00
10410.49|1549.00 10048.92| 651.00  4294.95| 357.00  1902.41|
===========================================================================================
=======================================================
```

Figure x.x Weekly Item Count Report Fields

Field	Description
Item	The Menu Item name.
Price	The price the Menu Item was sold.
Units	The number of Units sold.
Net Sales	The Net Sales of the Menu Item sold.
Report Group Total	The total Units and Net Sales of the Menu Items in the Report Group.
Grand Total	The Grand Total of all Report Group Totals.

Related Topics (none)

[TOP]

12.3.1.24 Employee Performance Report

Purpose
The Employee Performance Report is a customizable report based on employee sales data. A user may create custom column names, fields and filters.

Accessing the Employee Performance Report Options
While in Focus Setup, select Reports > Setup and then select the Employee Performance Report.

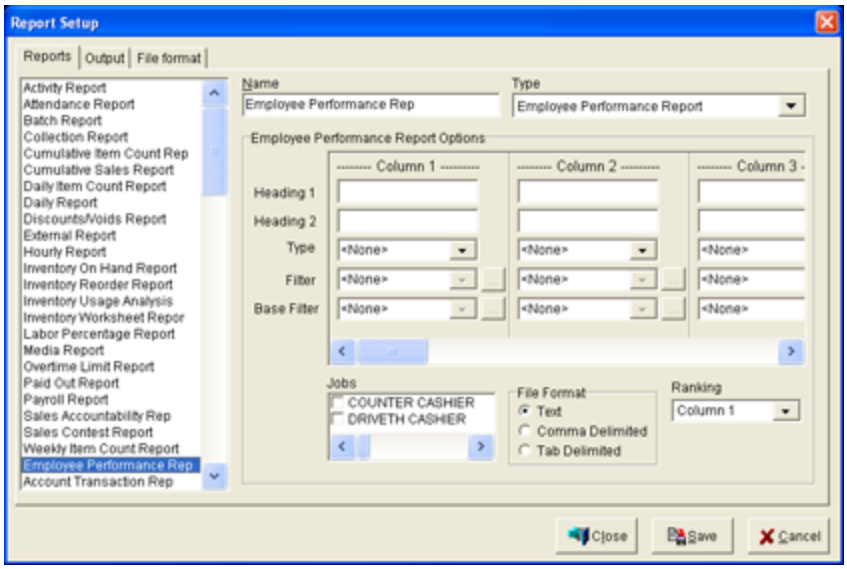


Figure x.x Employee Performance Report Options

Field	Description	
Heading 1	Enter the name of the column.	
Heading 2	Enter the name of the column.	
Type	**# of Guests**	The number of Guests.
	# of Checks	The number of Checks.
	Sales by Guest	Sales are determined by specifying a target menu item filter. If a target filter is not specified then al
	Sales by Check	Sales are determined by specifying a target menu item filter. If a target filter is not specified then al
	Average Time	The Average Time the check was opened.
	Error Correct	The number of Error Corrects.
	No Sale Count	The number of No Sale Counts.
	Void Units	The number of Voids.
	Void $	The amount of Voids.
	Discount Units	The number of Discounts.
	Discount $	The amount of Discounts.
	Units	Only the Units of Menu Items in the target Menu Item Filter are accumulated. Zero priced items are the Daily Report and this report are the number of zero priced units.
	Sales	Only the sales of Menu Items in the target Menu Item Filter are accumulated. The difference in the discounts are not included in the sales figures of the Daily report.
	Unit to Unit %.	The total units of Menu Items in the target Menu Item Filter are divided by the total units of Menu I
	Sale to Sale %.	The total sales of menu items in the target Menu Iitem filter are divided by the total sales of menu i
	Charge Tips	The amount of Charge Tips.

Filter	This Menu Item Filter is used to accumulate sales or units if the type is: Sales by Guest, Sales by Check, Units, Sales, Unit to Un	
Base Filter	The Base Menu Item Filter is used to accumulate sales or units if the type is: Unit to Unit % or Sale to Sale %.	
Jobs	Only data for time records with the selected Jobs are considered.	
File Format	**Text**	Select if the file is to be exported in a Text format.
	Comma Delimited	Select if the file is to be exported in a Comma Delimited format.
	Tab Delimited	Select if the file is to be exported in a Tab Delimited format.
Ranking	Select the Column that the report will be sorted. If a Column is not specified then the report is not sorted.	

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.24.1 Sample Employee Performance Report

Purpose
A sample Employee Performance Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Employee Performance Report

```
Focus Cafe
Emp Performance Report for 05/21/200X at 05/21/200X 5:09:47 PM Page 1

               | # of Check |    Sales   |
Employee       |            |  by Check  |
=========================================
Billy L.       |          6 |      27.71 |
Matt Kovo      |          5 |      53.50 |
-----------------------------------------
Totals         |         11 |      39.43 |
=========================================
```

Figure x.x Employee Performance Report Fields

Field	Description
Columns	User defined names and fields based on the report setup.

Related Topics (none)

[TOP]

12.3.1.25 Account Transaction Report

Purpose
The Account Transaction Report displays the transactions a House Account incurs.

Accessing the Account Transaction Report Options
While in Focus Setup, select Reports > Setup and then the Account Transaction Report.

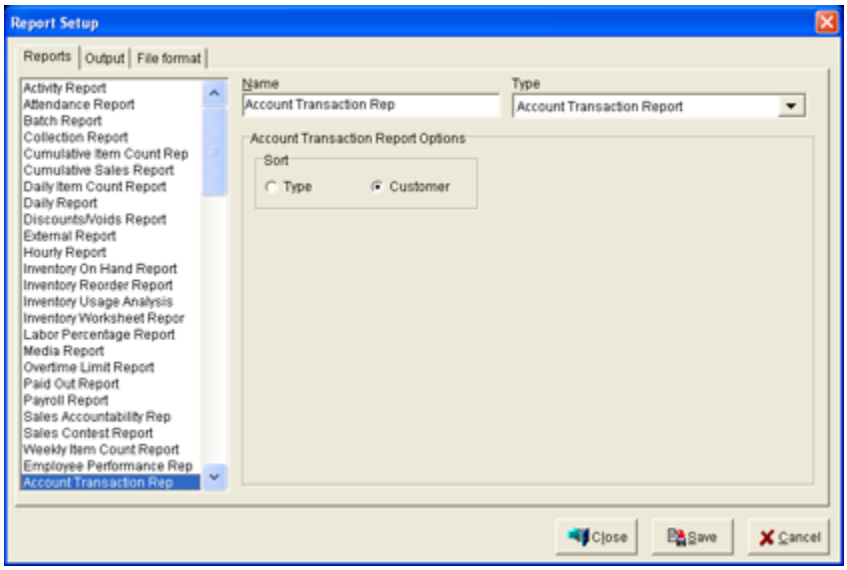


Figure x.x Account Transaction Report Options

Field	Description	
Sort	**Type**	Sorts the report by Type.
	Customer	Sorts the report by Customer.

The following information is displayed on the Account Transaction Report:
Date
Time
Amount Account
Employee
Check
Net Amount

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.25.1 Sample Account Transaction Report

Purpose
A sample Account Transaction Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Account Transaction Report

```
Focus Cafe
                Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM
Page 1

            |          | Time| Time| Date| Date|      |      | Tipped | 8.00%|
Charge | Declared |
```

Employee	Job	In	Out	In	Out	Hours	Breaks	Sales	Sales	Tips	Tips
Carlos R.	To GO	13:52	15:53	4/28	4/28	2.02	0.00	0.00	0.00	0.00	0.00
Carlos R.	To GO	16:36	22:41	4/28	4/28	6.08	0.00	0.00	0.00	0.00	0.00
Carlos R.	Busboy	13:57	21:27	4/28	4/28	7.50	0.00	0.00	0.00	0.00	0.00
E Carlos R.	Busboy	13:55	23:00	4/28	4/28	8.08	1.00	0.00	0.00	0.00	0.00
E Francisco	Server	16:51	22:30	4/28	4/28	5.65	0.00	0.00	0.00	0.00	0.00
Francisco	Server	16:55	23:34	4/28	4/28	6.65	0.00	0.00	0.00	0.00	0.00
Francisco	Cook	16:56	23:22	4/28	4/28	6.43	0.00	0.00	0.00	0.00	0.00
Francisco	Hostess	16:51	22:35	4/28	4/28	5.73	0.00	0.00	0.00	0.00	0.00
E Francisco	Busboy	16:57	22:00	4/28	4/28	5.05	0.00	0.00	0.00	0.00	0.00
Francisco	Busboy	16:53	23:27	4/28	4/28	6.57	0.00	0.00	0.00	0.00	0.00
Guicho	Server	9:52	14:55	4/28	4/28	5.05	0.00	0.00	0.00	0.00	0.00
E Guicho	Server	16:53	22:45	4/28	4/28	5.87	0.00	0.00	0.00	0.00	0.00
Guicho	Busboy	16:50	23:38	4/28	4/28	6.80	0.00	0.00	0.00	0.00	0.00
D Guicho	Server	16:50	23:11	4/28	4/28			0.00	0.00	0.00	0.00
E Guicho	Server	16:51	22:30	4/28	4/28	5.65	0.00	0.00	0.00	0.00	0.00
E Guicho	Server	16:58	21:20	4/28	4/28	4.37	0.00	0.00	0.00	0.00	0.00
E Hugo .	Server	10:51	22:03	4/28	4/28	10.20	1.00	0.00	0.00	0.00	0.25
Juan Ramir	Server	16:58	23:49	4/28	4/28	6.85	0.00	0.00	0.00	0.00	0.00
Juan Ramir	Dishwasher	16:59	23:26	4/28	4/28	6.45	0.00	0.00	0.00	0.00	0.00
E Juan Ramir	Server	17:13	22:00	4/28	4/28	4.78	0.00	0.00	0.00	0.00	0.00
Juan Ramir	Cook	16:58	23:26	4/28	4/28	6.47	0.00	0.00	0.00	0.00	0.00
Juan Ramir	Cook	17:03	23:25	4/28	4/28	6.37	0.00	0.00	0.00	0.00	0.00
Juan Ramir	Busboy	16:59	23:10	4/28	4/28	6.18	0.00	0.00	0.00	0.00	0.00
Juan Ramir	Busboy	16:59	23:28	4/28	4/28	6.48	0.00	0.00	0.00	0.00	0.00
Kristina G	Cook	9:52	13:09	4/28	4/28	3.28	0.00	0.00	0.00	0.00	0.00
Kristina G	Cook	15:01	23:26	4/28	4/28	8.42	0.00	0.00			

```
0.00    0.00     0.00
  Kristina G Dishwasher  9:58 15:05  4/28  4/28   5.12   0.00     0.00
0.00    0.00     0.00
  Kristina G Busboy     10:00 16:03  4/28  4/28   6.05   0.00     0.00
0.00    0.00     0.00
  Kristina G Busboy     16:23 22:00  4/28  4/28   5.62   0.00     0.00
0.00    0.00     0.00
  Kristina G Hostess    16:05 20:31  4/28  4/28   4.43   0.00     0.00
0.00    0.00     0.00
  Kristina G Busboy      9:55 14:04  4/28  4/28   4.15   0.00     0.00
0.00    0.00     0.00
E Maricruz A Server     14:03 22:56  4/28  4/28   7.88   1.00     0.00
0.00    0.00     0.00
  Maricruz A Cook       14:59 23:20  4/28  4/28   8.35   0.00     0.00
0.00    0.00     0.00
E Maricruz A Busboy     14:14 22:50  4/28  4/28   7.60   1.00     0.00
0.00    0.00     0.00
  Maricruz A Dishwasher 15:00 23:27  4/28  4/28   8.45   0.00     0.00
0.00    0.00     0.00
O Maricruz A Busboy     14:04 21:00  4/28  4/28   6.93   0.00     0.00
0.00    0.00     0.00
  Maricruz A Prep Cook  14:58 22:53  4/28  4/28   7.92   0.00     0.00
0.00    0.00     0.00
  Maricruz A Hostess    14:53 23:02  4/28  4/28   8.15   0.00     0.00
0.00    0.00     0.00
E Nora R.    Server     11:13 21:44  4/28  4/28   9.52   1.00     0.00
0.00    0.00     0.00
  Nora R.    Server     11:13 21:58  4/28  4/28  10.75   0.00     0.00
0.00    0.00     0.00
E Nora R.    Busboy     11:10 14:04  4/28  4/28   2.90   0.00     0.00
0.00    0.00     0.00
E Omron T.   Server     10:53 22:50  4/28  4/28  10.95   1.00     0.00
0.00    0.00     0.00
  Omron T.   Server     10:54 14:33  4/28  4/28   3.65   0.00     0.00
0.00    0.00     0.00
  Omron T.   Server     10:55 11:00  4/28  4/28   0.08   0.00     0.00
0.00    0.00     0.00
  Omron T.   Hostess    11:04 16:58  4/28  4/28   5.90   0.00     0.00
0.00    0.00     0.00
  Omron T.   Hostess    11:04 15:04  4/28  4/28   4.00   0.00     0.00
0.00    0.00     0.00
  Omron T.   Busboy     10:54 14:06  4/28  4/28   3.20   0.00     0.00
0.00    0.00     0.00
  Roberto H. Dishwasher  9:09 15:08  4/28  4/28   5.98   0.00     0.00
0.00    0.00     0.00
D Roberto H. Server      9:59 14:27  4/28  4/28                   0.00
0.00    0.00     0.00
  Roberto H. Cook        9:51 13:09  4/28  4/28   3.30   0.00     0.00
0.00    0.00     0.00
  Roberto H. Cook        9:05 15:11  4/28  4/28   6.10   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:50 15:01  4/28  4/28   5.18   0.00     0.00
0.00    0.00     0.00
  Roberto H. Busboy      9:50 13:06  4/28  4/28   3.27   0.00     0.00
0.00    0.00     0.00
```

```
E Roberto H. Server      9:53 14:37  4/28  4/28   4.73   0.00     0.00
0.00    0.00     0.00
Focus Cafe
                Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM
Page 2

           |          | Time| Time| Date| Date|      |      | Tipped | 8.00%|
Charge | Declared |
Employee    |   Job    |  In | Out |  In | Out | Hours|Breaks|  Sales |
Sales|  Tips  |   Tips   |
================================================================================
====================
  Roberto H. Cook        9:04 15:07  4/28  4/28   6.05   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:34 15:26  4/28  4/28   5.87   0.00     0.00
0.00    0.00     0.00
  Roberto H. Busboy      9:50 13:06  4/28  4/28   3.27   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:05 15:06  4/28  4/28   6.02   0.00     0.00
0.00    0.00     0.00
O hector d.  Manager    10:00  4:00  4/28  4/29  18.00   0.00     0.00
0.00    0.00     0.00
E hector d.  Bartender  10:33 21:30  4/28  4/28   9.95   1.00     0.00
0.00    0.00     0.00
D hector d.  Busboy     10:50 11:11  4/28  4/28                   0.00
0.00    0.00     0.00
E hector d.  Busboy     10:58 16:38  4/28  4/28   5.67   0.00     0.00
0.00    0.00     0.00
  hector d.  Hostess    10:51 14:01  4/28  4/28   3.17   0.00     0.00
0.00    0.00     0.00
--------------------------------------------------------------------------------
--------------------
Totals                                          371.14   7.00     0.00
0.00    0.00     0.25
================================================================================
====================

A = Add, E = Edit, D = Delete, O = Automatic clockout at close day
```

Figure x.x Account Transaction Report Fields

Field	Description
Account	The Account Number for the Account. If the Account Number is blank then the customer's last name follo displayed.
Date	The date the transaction occurred.
Time	The time the transaction occurred.
Type	The type of the transaction: purchase, payment, or new account.
Prev. Balance	The customer's balance before the transaction occurred.

Amount	The Amount of the transaction. Payments are always negative.
Balance	The customer's Balance after the transaction has been completed.
Employee	The employee that entered the transaction.
Check	Check number.

Related Topics (none)

[TOP]

12.3.1.26 Account Statement Report

Purpose
The Account Statement Report displays the current House Accounts and the balances of each.

Accessing the Account Statement Report Options
While in Focus Setup, select Reports > Setup and then select the Account Statement Report.

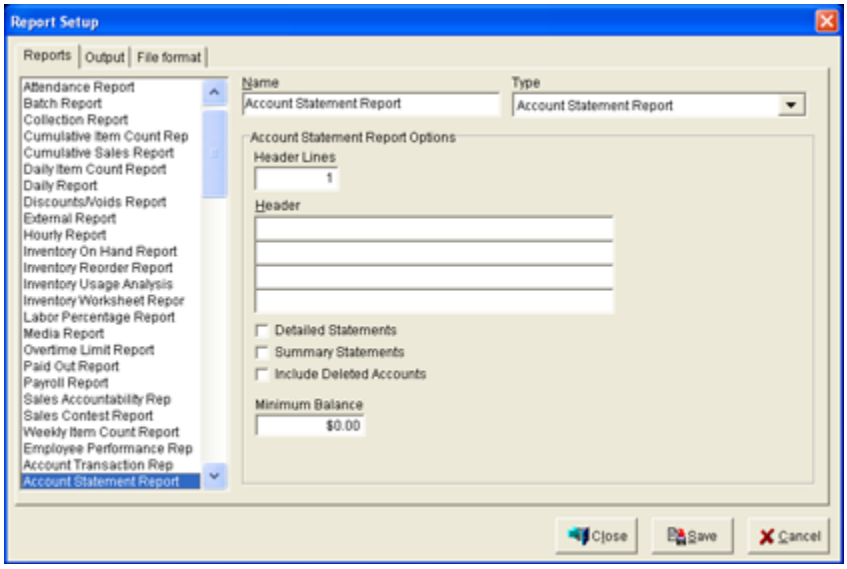


Figure x.x Account Statement Report Options

Field	Description
Header Lines	The amount of lines at the top of the page.
Header	User defined text for the header.
Detailed Statement	If this option is on then an individual page statement will print for each account.
Summary Statement	A summary report is printed that has one line per account after the completion of the detailed statement r
Included Deleted Accounts	Customer accounts that have been deleted are included on the report as well.
Minimum Balance	Customer accounts that have a balance greater than or equal to this amount are included on the report.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.26.1 Sample Account Statement Report

Purpose
A sample Account Statement Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Account Statement Report

Focus Cafe

Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM

Page 1

Employee	Job	Time In	Time Out	Date In	Date Out	Hours	Breaks	Sales	Charge Tips	Declared Tips	Tipped Sales	8.00% Tips
Carlos R.	To GO	13:52	15:53	4/28	4/28	2.02	0.00	0.00	0.00	0.00	0.00	0.00
Carlos R.	To GO	16:36	22:41	4/28	4/28	6.08	0.00	0.00	0.00	0.00	0.00	0.00
Carlos R.	Busboy	13:57	21:27	4/28	4/28	7.50	0.00	0.00	0.00	0.00	0.00	0.00
E Carlos R.	Busboy	13:55	23:00	4/28	4/28	8.08	1.00	0.00	0.00	0.00	0.00	0.00
E Francisco	Server	16:51	22:30	4/28	4/28	5.65	0.00	0.00	0.00	0.00	0.00	0.00
Francisco	Server	16:55	23:34	4/28	4/28	6.65	0.00	0.00	0.00	0.00	0.00	0.00
Francisco	Cook	16:56	23:22	4/28	4/28	6.43	0.00	0.00	0.00	0.00	0.00	0.00
Francisco	Hostess	16:51	22:35	4/28	4/28	5.73	0.00	0.00	0.00	0.00	0.00	0.00
E Francisco	Busboy	16:57	22:00	4/28	4/28	5.05	0.00	0.00	0.00	0.00	0.00	0.00
Francisco	Busboy	16:53	23:27	4/28	4/28	6.57	0.00	0.00	0.00	0.00	0.00	0.00
Guicho	Server	9:52	14:55	4/28	4/28	5.05	0.00	0.00	0.00	0.00	0.00	0.00
E Guicho	Server	16:53	22:45	4/28	4/28	5.87	0.00	0.00	0.00	0.00	0.00	0.00
Guicho	Busboy	16:50	23:38	4/28	4/28	6.80	0.00	0.00	0.00	0.00	0.00	0.00
D Guicho	Server	16:50	23:11	4/28	4/28			0.00	0.00	0.00	0.00	0.00
E Guicho	Server	16:51	22:30	4/28	4/28	5.65	0.00	0.00	0.00	0.00	0.00	0.00
E Guicho	Server	16:58	21:20	4/28	4/28	4.37	0.00	0.00	0.00	0.00	0.00	0.00
E Hugo .	Server	10:51	22:03	4/28	4/28	10.20	1.00	0.00	0.00	0.00	0.25	

	Juan Ramir	Server	16:58	23:49	4/28	4/28	6.85	0.00	0.00	0.00	0.00	0.00
	Juan Ramir	Dishwasher	16:59	23:26	4/28	4/28	6.45	0.00	0.00	0.00	0.00	0.00
E	Juan Ramir	Server	17:13	22:00	4/28	4/28	4.78	0.00	0.00	0.00	0.00	0.00
	Juan Ramir	Cook	16:58	23:26	4/28	4/28	6.47	0.00	0.00	0.00	0.00	0.00
	Juan Ramir	Cook	17:03	23:25	4/28	4/28	6.37	0.00	0.00	0.00	0.00	0.00
	Juan Ramir	Busboy	16:59	23:10	4/28	4/28	6.18	0.00	0.00	0.00	0.00	0.00
	Juan Ramir	Busboy	16:59	23:28	4/28	4/28	6.48	0.00	0.00	0.00	0.00	0.00
	Kristina G	Cook	9:52	13:09	4/28	4/28	3.28	0.00	0.00	0.00	0.00	0.00
	Kristina G	Cook	15:01	23:26	4/28	4/28	8.42	0.00	0.00	0.00	0.00	0.00
	Kristina G	Dishwasher	9:58	15:05	4/28	4/28	5.12	0.00	0.00	0.00	0.00	0.00
	Kristina G	Busboy	10:00	16:03	4/28	4/28	6.05	0.00	0.00	0.00	0.00	0.00
	Kristina G	Busboy	16:23	22:00	4/28	4/28	5.62	0.00	0.00	0.00	0.00	0.00
	Kristina G	Hostess	16:05	20:31	4/28	4/28	4.43	0.00	0.00	0.00	0.00	0.00
	Kristina G	Busboy	9:55	14:04	4/28	4/28	4.15	0.00	0.00	0.00	0.00	0.00
E	Maricruz A	Server	14:03	22:56	4/28	4/28	7.88	1.00	0.00	0.00	0.00	0.00
	Maricruz A	Cook	14:59	23:20	4/28	4/28	8.35	0.00	0.00	0.00	0.00	0.00
E	Maricruz A	Busboy	14:14	22:50	4/28	4/28	7.60	1.00	0.00	0.00	0.00	0.00
	Maricruz A	Dishwasher	15:00	23:27	4/28	4/28	8.45	0.00	0.00	0.00	0.00	0.00
O	Maricruz A	Busboy	14:04	21:00	4/28	4/28	6.93	0.00	0.00	0.00	0.00	0.00
	Maricruz A	Prep Cook	14:58	22:53	4/28	4/28	7.92	0.00	0.00	0.00	0.00	0.00
	Maricruz A	Hostess	14:53	23:02	4/28	4/28	8.15	0.00	0.00	0.00	0.00	0.00
E	Nora R.	Server	11:13	21:44	4/28	4/28	9.52	1.00	0.00	0.00	0.00	0.00
	Nora R.	Server	11:13	21:58	4/28	4/28	10.75	0.00	0.00	0.00	0.00	0.00
E	Nora R.	Busboy	11:10	14:04	4/28	4/28	2.90	0.00	0.00	0.00	0.00	0.00
E	Omron T.	Server	10:53	22:50	4/28	4/28	10.95	1.00	0.00	0.00	0.00	0.00
	Omron T.	Server	10:54	14:33	4/28	4/28	3.65	0.00	0.00	0.00	0.00	0.00
	Omron T.	Server	10:55	11:00	4/28	4/28	0.08	0.00	0.00	0.00	0.00	0.00
	Omron T.	Hostess	11:04	16:58	4/28	4/28	5.90	0.00	0.00			

```
0.00    0.00     0.00
  Omron T.   Hostess    11:04 15:04  4/28  4/28   4.00   0.00     0.00
0.00    0.00     0.00
  Omron T.   Busboy     10:54 14:06  4/28  4/28   3.20   0.00     0.00
0.00    0.00     0.00
  Roberto H. Dishwasher  9:09 15:08  4/28  4/28   5.98   0.00     0.00
0.00    0.00     0.00
D Roberto H. Server      9:59 14:27  4/28  4/28                  0.00
0.00    0.00     0.00
  Roberto H. Cook        9:51 13:09  4/28  4/28   3.30   0.00     0.00
0.00    0.00     0.00
  Roberto H. Cook        9:05 15:11  4/28  4/28   6.10   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:50 15:01  4/28  4/28   5.18   0.00     0.00
0.00    0.00     0.00
  Roberto H. Busboy      9:50 13:06  4/28  4/28   3.27   0.00     0.00
0.00    0.00     0.00
E Roberto H. Server      9:53 14:37  4/28  4/28   4.73   0.00     0.00
0.00    0.00     0.00
Focus Cafe
                Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM
Page 2

            |          | Time| Time| Date| Date|      |      | Tipped | 8.00%|
Charge | Declared |
Employee    |   Job    |  In | Out |  In | Out | Hours|Breaks|  Sales |
Sales|  Tips  |   Tips   |
================================================================================
====================
  Roberto H. Cook        9:04 15:07  4/28  4/28   6.05   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:34 15:26  4/28  4/28   5.87   0.00     0.00
0.00    0.00     0.00
  Roberto H. Busboy      9:50 13:06  4/28  4/28   3.27   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:05 15:06  4/28  4/28   6.02   0.00     0.00
0.00    0.00     0.00
O hector d.  Manager    10:00  4:00  4/28  4/29  18.00   0.00     0.00
0.00    0.00     0.00
E hector d.  Bartender  10:33 21:30  4/28  4/28   9.95   1.00     0.00
0.00    0.00     0.00
D hector d.  Busboy     10:50 11:11  4/28  4/28                  0.00
0.00    0.00     0.00
E hector d.  Busboy     10:58 16:38  4/28  4/28   5.67   0.00     0.00
0.00    0.00     0.00
  hector d.  Hostess    10:51 14:01  4/28  4/28   3.17   0.00     0.00
0.00    0.00     0.00
--------------------------------------------------------------------------------
--------------------
Totals                                          371.14   7.00     0.00
0.00    0.00     0.25
================================================================================
====================
```

```
A = Add, E = Edit, D = Delete, O = Automatic clockout at close day
```

Figure x.x Account Statement Report Fields

Field	Description	
Date	The Date the transaction occurred.	
Time	The Time the transaction occurred.	
Employee	The Employee that entered the transaction.	
Type	The Type of the transaction: purchase, payment, or new account.	
Amount	The Amount of the transaction. Payments are always negative.	
Check	The Check Number of the transaction.	
Total Fields	The sum of the transactions.	
Prev. Balance	The customer's balance at the time the first transaction occurred. If the customer did not have any transac customer's current balance.	
Purchases	The total of Purchase transactions during the period.	
Payments	The total of Payment transactions during the period.	
Charge Balance	The Charge Balance equals the Previous Balance plus Purchases minus Payments.	
Summary report	**Account**	The Account Number.
	Prev. Bal	The customer's Previous Balance.
	Purchases.	The total of Purchase transactions during the period.
	Payments	The total of Payment transactions during the period.
	Charge Balance	The Charge Balance equals the Previous Balance plus Purchases minus Payments.
	Totals	The sum of the transactions.

Related Topics (none)

[TOP]

12.3.1.27 Menu Item Report

Purpose
The Menu Item Report displays a list of menu items.

Accessing the Menu Item Report Options
While in Focus Setup, select Repots > Setup and then select the Menu Item Report.

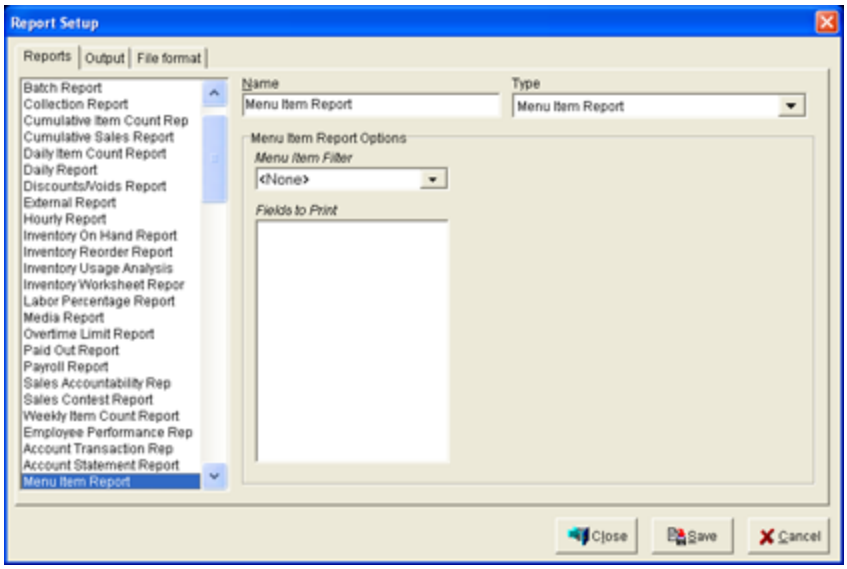


Figure x.x Menu Item Report Options

Option	Description
Menu Item Filter	Select the menu item filter to be used on the report. If a Menu Item Filter is specified then only Menu Items that match th
Fields to Print	Select the available fields to print.

The following information is displayed on the Menu Item Report:
Menu Item Name
Total Number of Items

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.27.1 Sample Menu Item Report

Purpose
A sample Menu Item Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Menu Item Report

```
Focus Cafe
Menu Item Report at 5/21/200X 5:00:39 PM Page 1

Name
========================================
Cuervo 1800 Grand Gold
JUMB Mango
Jumbo Sangria Margarita
Jumbo Strawberry Margar
Marg Straw
Marg Up
Marg. Froz.
Marg. Rox
MargTirador
Patron Grand Gold Rox
Pit Frozen
```

```
Pit Gold
Pit Rocks
---------------------------------------
13 item(s) found
```

Figure x.x Menu Item Report Fields

Field	Description
Name	The Guest Check Name is displayed and sorted alphabetically.

Related Topics (none)

[TOP]

12.3.1.28 Gift Card Report

Purpose
The Gift Card Report displays a list of gift cards sold.

Accessing the Gift Card Report Options
While in Focus Setup, select Reports > Setup and then select the Gift Card Report.

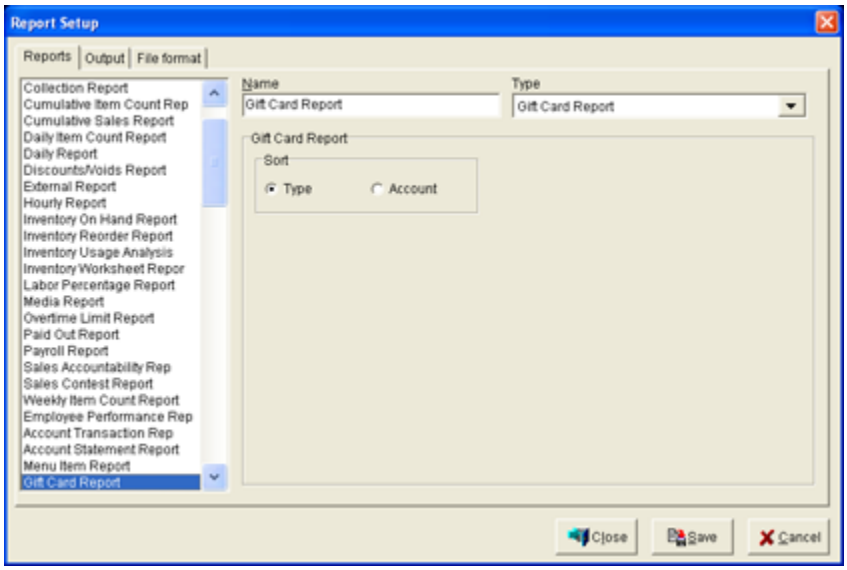


Figure x.x Gift Card Report Options

Option	Description	
Sort	**Type**	Sorts the report by type.
	Account	Sorts the report by Account number.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.28.1 Sample Gift Card Report

Purpose
A sample Gift Card Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Gift Card Report

```
Focus Cafe
       Gift Card Report for 4/27/200X at 5/21/200X 5:04:22 PM Page 1

  Date       Time         Amount Account              Employee        Check
================================================================================
Increments
  04/27/200X 19:32        120.00 7762XXXX619          TOGO T.           150
  04/27/200X 20:01        200.00 7762XXXX616          TOGO T.           162
  04/27/200X 20:32         70.00 7762XXXX635          TOGO T.           181
--------------------------------------------------------------------------------
Total Increments          390.00

Redemptions
  04/27/200X 01:52       -120.00 7762XXXX619          ANGELICA I.       153
  04/27/200X 20:52        -45.55 7762XXXX606          FERNANDO A.       115
  04/27/200X 22:42        -70.00 7762XXXX635          RAUL G.           184
  04/27/200X 23:05       -200.24 7762XXXX616          CHAGUITO          171
--------------------------------------------------------------------------------
Total Redemptions        -435.79
================================================================================
Net Amount                -45.79
```

Figure x.x Gift Card Report Fields

Field	Description
Date	The Date the transaction occurred.
Time	The Time the transaction occurred.
Amount	The amount of the transaction. Payments are always negative.
Account	The Account Number of the Gift Card.
Employee	The employee that entered the transaction.
Check	The Check Number of the transaction.
Total	The sum of the transactions.
Net Amount	Adding increments and activations, and subtracting redemptions compute the net amount.

Related Topics (none)

[TOP]

12.3.1.29 Tip Pool Report

Purpose
The Tip Pool Report displays the amounts of the tip pools and the distribution list.

Accessing the Tip Pool Report Options
While in Focus Setup, select Reports > Setup and then select the Tip Pool Report.

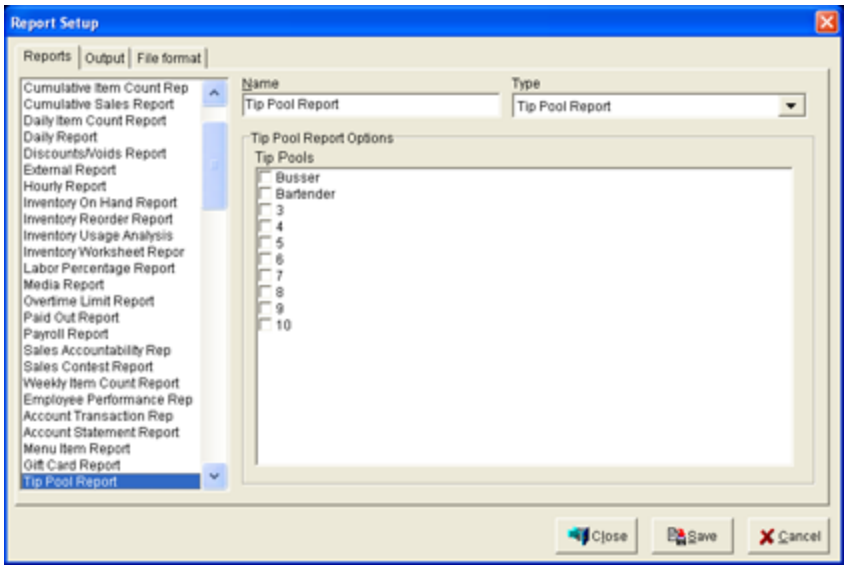


Figure x.x Tip Pool Report Options

Option	Description
Tip Pools	Select the Tip Pools to be used on the report.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.29.1 Sample Tip Pool Report

Purpose
A sample Tip Pool Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Tip Pool Report

```
Focus Cafe
   Tip Pool Report for 5/21/200X at 5/24/200X 11:06:26 AM Page 1

                | Time| Time| Date| Date| Collected | Distributed |
Employee        |  In | Out |  In | Out |   Amount  |    Amount   |
=============================================================================
Bar tip out

05/21/200X Monday
Ciro J.         |16:55|22:02| 5/21| 5/21|     5.54  |             |
Claudia V.      |11:30|22:05| 5/21| 5/21|     6.91  |             |
Elvin T.        | 9:49|13:38| 5/21| 5/21|     0.16  |             |
Elvin T.        |17:33|21:43| 5/21| 5/21|     1.23  |             |
Jorge O.        |16:53|21:42| 5/21| 5/21|     1.19  |             |
Mariel H.       |10:44|13:50| 5/21| 5/21|     0.51  |             |
Mario G.        |17:02|21:52| 5/21| 5/21|     0.92  |             |
Martin S.       |16:50|21:59| 5/21| 5/21|     2.01  |             |
Oscar S.        |11:02|14:58| 5/21| 5/21|           |      9.02   |
Oscar S.        |16:54|22:23| 5/21| 5/21|           |     12.57   |
```

Ricardo L.	10:55	21:23	5/21	5/21	3.12	
Totals					21.59	21.59

Employee totals

Ciro J.					5.54	
Claudia V.					6.91	
Elvin T.					1.39	
Jorge O.					1.19	
Mariel H.					0.51	
Mario G.					0.92	
Martin S.					2.01	
Oscar S.						21.59
Ricardo L.					3.12	
Employee Totals					21.59	21.59

Busser tip out

05/21/200X Monday

Angel R.	11:01	13:54	5/21	5/21	2.80	
Beto b.	9:51	14:02	5/21	5/21	2.39	
Ciro J.	16:55	22:02	5/21	5/21	15.16	
Claudia V.	11:30	22:05	5/21	5/21	22.45	
Efrain C.	11:33	4:00	5/21	5/22	0.47	
Elvin T.	9:49	13:38	5/21	5/21	2.92	
Elvin T.	17:33	21:43	5/21	5/21	7.15	
Estuardo M.	10:02	13:59	5/21	5/21		7.14
Francisco M.	10:50	17:31	5/21	5/21		12.08
Hector E.	9:51	14:00	5/21	5/21		7.50
Hector E.	16:57	22:45	5/21	5/21		10.48
Jorge O.	10:51	13:43	5/21	5/21	2.06	
Jorge O.	16:53	21:42	5/21	5/21	8.59	
LOURDES Z.	16:53	22:00	5/21	5/21		9.26
Mariel H.	10:44	13:50	5/21	5/21	3.98	
Mario G.	17:02	21:52	5/21	5/21	6.73	
Martin S.	10:53	13:39	5/21	5/21	2.34	
Martin S.	16:50	21:59	5/21	5/21	8.38	
Miguel N.	16:57	21:42	5/21	5/21		8.59
Oscar S.	11:02	14:58	5/21	5/21	0.51	
Oscar S.	16:54	22:23	5/21	5/21	1.77	
Ricardo L.	10:55	21:23	5/21	5/21	19.02	

Roberto C.	10:11	4:00	5/21	5/22		32.22
Rosa J U.	9:52	14:00	5/21	5/21		7.47
Rosa J U.	16:50	21:36	5/21	5/21		8.62
Rosalina R.	16:57	22:01	5/21	5/21		9.17
TOGO	11:17	16:12	5/21	5/21	3.20	
TOGO	17:20	21:18	5/21	5/21	2.61	
Totals					112.53	112.53

Employee totals

Angel R.					2.80	
Beto b.					2.39	
Ciro J.					15.16	
Claudia V.					22.45	
Efrain C.					0.47	
Elvin T.					10.07	

El Palenque

Employee	Time In	Time Out	Date In	Date Out	Collected Amount	Distributed Amount
Estuardo M.						7.14
Francisco M.						12.08
Hector E.						17.98

```
Jorge O.          |      |      |      |      |     10.65  |              |
LOURDES Z.        |      |      |      |      |            |       9.26   |
Mariel H.         |      |      |      |      |      3.98  |              |
Mario G.          |      |      |      |      |      6.73  |              |
Martin S.         |      |      |      |      |     10.72  |              |
Miguel N.         |      |      |      |      |            |       8.59   |
Oscar S.          |      |      |      |      |      2.28  |              |
Ricardo L.        |      |      |      |      |     19.02  |              |
Roberto C.        |      |      |      |      |            |      32.22   |
Rosa J U.         |      |      |      |      |            |      16.09   |
Rosalina R.       |      |      |      |      |            |       9.17   |
TOGO              |      |      |      |      |      5.81  |              |
-------------------------------------------------------------------------
Employee Totals                              |    112.53  |     112.53   |
=========================================================================

Expo tip out

05/21/200X Monday
Angel R.          |11:01|13:54| 5/21| 5/21|      1.40  |              |
Beto b.           | 9:51|14:02| 5/21| 5/21|      1.19  |              |
Ciro J.           |16:55|22:02| 5/21| 5/21|      3.89  |              |
Claudia V.        |11:30|22:05| 5/21| 5/21|      6.62  |              |
Efrain C.         |11:33| 4:00| 5/21| 5/22|      0.24  |              |
Elvin T.          | 9:49|13:38| 5/21| 5/21|      1.35  |              |
Elvin T.          |17:33|21:43| 5/21| 5/21|      2.76  |              |
Jorge O.          |10:51|13:43| 5/21| 5/21|      1.03  |              |
Jorge O.          |16:53|21:42| 5/21| 5/21|      3.50  |              |
Mariel H.         |10:44|13:50| 5/21| 5/21|      1.65  |              |
Mario G.          |17:02|21:52| 5/21| 5/21|      2.75  |              |
Martin S.         |10:53|13:39| 5/21| 5/21|      1.17  |              |
Martin S.         |16:50|21:59| 5/21| 5/21|      2.85  |              |
Oscar S.          |11:02|14:58| 5/21| 5/21|      0.26  |              |
Oscar S.          |16:54|22:23| 5/21| 5/21|      0.89  |              |
Ricardo L.        |10:55|21:23| 5/21| 5/21|      7.43  |              |
TOGO              |11:17|16:12| 5/21| 5/21|      1.60  |              |
TOGO              |17:20|21:18| 5/21| 5/21|      1.31  |              |
-------------------------------------------------------------------------
Totals                                       |     41.89  |       0.00   |


Employee totals
Angel R.          |      |      |      |      |      1.40  |              |
Beto b.           |      |      |      |      |      1.19  |              |
Ciro J.           |      |      |      |      |      3.89  |              |
Claudia V.        |      |      |      |      |      6.62  |              |
Efrain C.         |      |      |      |      |      0.24  |              |
Elvin T.          |      |      |      |      |      4.11  |              |
Jorge O.          |      |      |      |      |      4.53  |              |
Mariel H.         |      |      |      |      |      1.65  |              |
Mario G.          |      |      |      |      |      2.75  |              |
Martin S.         |      |      |      |      |      4.02  |              |
Oscar S.          |      |      |      |      |      1.15  |              |
Ricardo L.        |      |      |      |      |      7.43  |              |
TOGO              |      |      |      |      |      2.91  |              |
-------------------------------------------------------------------------
Employee Totals                              |     41.89  |       0.00   |
=============================================================
```

Figure x.x Tip Pool Report Fields

Field	Description
Employee	The employee's name.
Time In	The time the employee clocked in.
Time Out	The time the employee clocked out.

Date In	The date the employee clocked in.
Date Out	The date the employee clocked out.
Collected Amount	The amount collected from the employee. This amount is the same amount included on the employee's Ch
Distributed Amount	The distributed amount is calculated as follows. For example, if a Busboy worked from 11:00am until 9:00 had a time range of 11:00am until 3:00pm and a dinner tip pool that went from 3:00pm until 11:00pm the eligible during the lunch tip pool and 6 hours eligible during the dinner tip pool.
Employee Totals	The totals for all employees.

Related Topics (none)

[TOP]

12.3.1.30 Production Report

Purpose
The Production Report displays the amount of an ingredient that was used on an interval basis.

Accessing the Production Report Options
While in Focus Setup, select Reports > Setup and then select the Production Report.

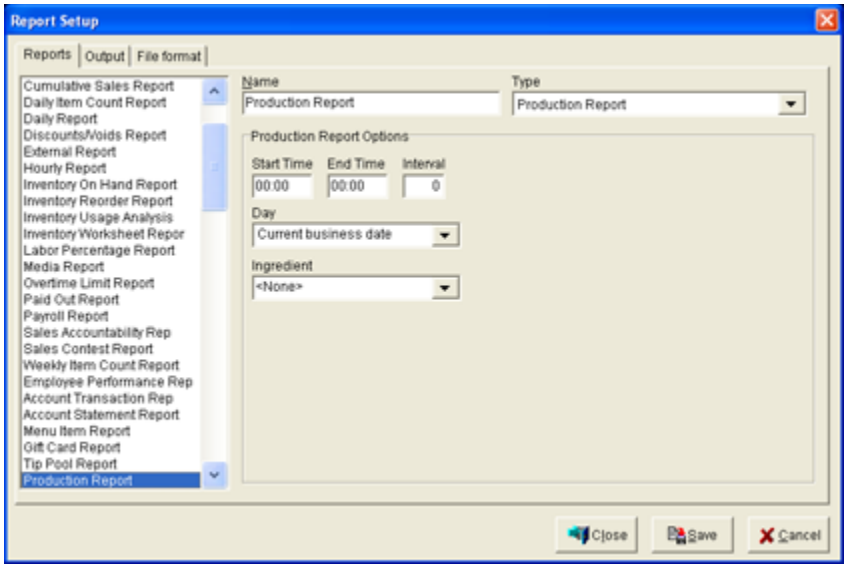


Figure x.x Production Report Options

Option	Description	
Start Time	Select the start time of the report.	
End Time	Select the end time of the report.	
Interval	Select the interval of the report in minutes	
Day	Select one of the following.	Tomorrow Sunday Monday Tuesday Wednesday

		Thursday Friday Saturday
Ingredient	Select the ingredient to be used on the report.	

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.30.1 Sample Production Report

Purpose
A sample Production Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Production Report

Focus Cafe
Production Report for 5/18/200X at 5/21/200X 6:09:40 PM Page 1

Item (Biscuits)

Time	Fri 04/27	Fri 05/04	Fri 05/11	Fri 05/18	Average
11:00 - 11:14	8	0	7	13	5.00
11:15 - 11:29	1	10	4	5	5.00
11:30 - 11:44	1	18	10	0	9.67
11:45 - 11:59	4	7	2	4	4.33
12:00 - 12:14	8	2	8	8	6.00
12:15 - 12:29	22	16	17	3	18.33
12:30 - 12:44	12	1	3	0	5.33
12:45 - 12:59	8	7	7	2	7.33
13:00 - 13:14	1	0	1	2	0.67
13:15 - 13:29	5	9	8	10	7.33
13:30 - 13:44	0	0	5	2	1.67
13:45 - 13:59	0	4	1	4	1.67
14:00 - 14:14	6	2	13	4	7.00
14:15 - 14:29	1	8	5	7	4.67
14:30 - 14:44	18	5	1	4	8.00
14:45 - 14:59	8	6	8	0	7.33
15:00 - 15:14	0	2	0	7	0.67
15:15 - 15:29	0	7	2	6	3.00
15:30 - 15:44	0	0	16	5	5.33
15:45 - 15:59	0	11	0	13	3.67
16:00 - 16:14	9	4	1	1	4.67
16:15 - 16:29	20	8	0	1	9.33
16:30 - 16:44	10	16	10	10	12.00
16:45 - 16:59	7	18	0	6	8.33
17:00 - 17:14	19	4	12	0	11.67
17:15 - 17:29	8	0	7	14	5.00
17:30 - 17:44	10	3	19	10	10.67
17:45 - 17:59	1	12	0	12	4.33
18:00 - 18:14	18	35	26	0	26.33
18:15 - 18:29	18	2	7	7	9.00
18:30 - 18:44	10	12	4	20	8.67
18:45 - 18:59	7	8	26	14	13.67
19:00 - 19:14	10	10	8	29	9.33
19:15 - 19:29	16	18	16	8	16.67
19:30 - 19:44	18	19	19	0	18.67
19:45 - 19:59	8	22	6	5	12.00

20:00 - 20:14	20	7	17	20	14.67
20:15 - 20:29	19	10	26	17	18.33
20:30 - 20:44	16	6	0	2	7.33
20:45 - 20:59	13	3	4	1	6.67
21:00 - 21:14	4	4	2	4	3.33
21:15 - 21:29	10	7	0	3	5.67
21:30 - 21:44	8	0	2	8	3.33
21:45 - 21:59	0	0	1	4	0.33
Totals	382	343	331	295	352.00

Figure x.x Production Report Fields

Field	Description
Time	The interval defined in the report setup.
Units	Whole number Units sold during the defined interval time.
Average	The Average number of Units sold for the past 4 weeks.
Totals	The sum of all Units for the report.

Related Topics (none)

[TOP]

12.3.1.31 Loyalty Report

Purpose
The Loyalty Report displays the accounts currently in the Loyalty Program and the Points associated with each account.

Accessing the Loyalty Report Options
While in Focus Setup, select Reports > Setup and then select the Loyalty Report.

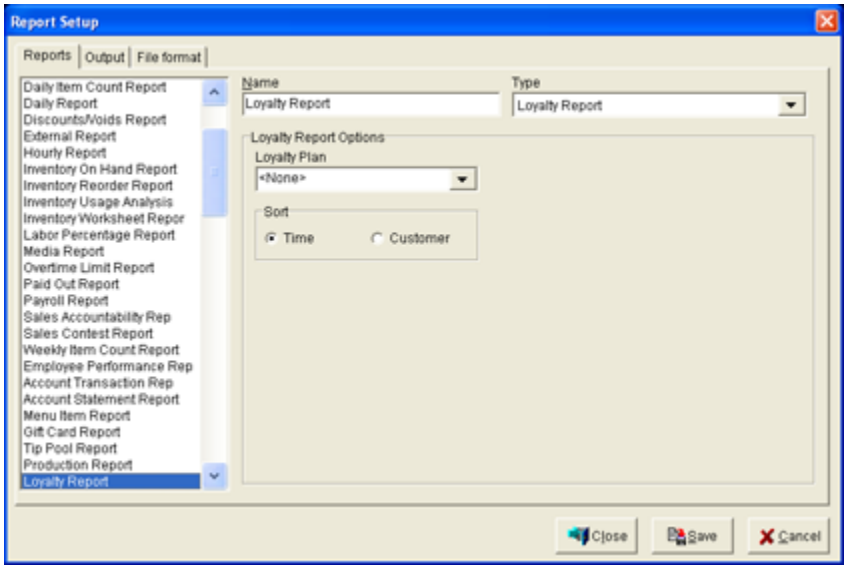


Figure x.x Loyalty Report Options

Option	Description
Loyalty Plan	Select the loyalty plan from the drop down list.

Sort	**Time**	Select this option to sort by the time.
	Customer	Select this option to sort by the account. If this option is set to Customer then a total line is printed for custor

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.31.1 Sample Loyalty Report

Purpose
A sample Loyalty Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Loyalty Report

Focus Cafe Loyalty Report for 5/23/20XX at 5/25/20XX 1:50:27 PM -
Buy 10 Coffee Page 1

Account	Date	Time	Check	Prev. Points +	Points Earned -	Award Points =	Total Points	Disc. Coup. Amount Issued	Server
Cory/Kim	05/23/2007	07:18	11	2.00	1.00		3.00		Kyle P.
Fry/Sujala	05/23/2007	07:26	25	11.00	0.00	10.00	1.00	- 2.70	Kyle P.
McGuire/Kathy	05/23/2007	07:28	28	8.00	1.00		9.00		Kyle P.
McLaughlin/Laura	05/23/2007	07:34	34	10.00	0.00	10.00	0.00	- 1.85	Kyle P.
Frandsen/Donna	05/23/2007	07:46	48	3.00	1.00		4.00		Justin
Hardy/Jean	05/23/2007	07:52	56	1.00	1.00		2.00		Kyle P.
McNichols/Carrie	05/23/2007	07:54	61	4.00	1.00		5.00		Justin
Strobl/Georgeann	05/23/2007	07:58	68	3.00	1.00		4.00		Justin
Patton/Anne	05/23/2007	08:13	83	7.00	1.00		8.00		Kyle P.
Burns/Rachael	05/23/2007	08:15	85	9.00	1.00		10.00		Kyle P.
Burns/Rachael	05/23/2007	08:15	87	10.00	1.00		11.00		Kyle P.
Casey/Colleen	05/23/2007	08:17	90	11.00	1.00		12.00		Kyle P.
Harrison/Damon	05/23/2007	08:17	91	7.00	1.00		8.00		Justin
Martinez/Linda	05/23/2007	08:24	99	7.00	1.00		8.00		Kyle P.
Manning/Glenda	05/23/2007	08:25	101	8.00	1.00		9.00		Justin
Youde/Blake	05/23/2007	08:30	109	10.00	0.00	10.00	0.00	- 1.85	Justin
Durr/Heidi	05/23/2007	08:34	117	5.00	1.00		6.00		Justin
Turner/Sheryl	05/23/2007	08:43	126	1.00	1.00		2.00		Kyle P.
Kaymakanova/Latche	05/23/2007	08:45	129	5.00	2.00		7.00		Kyle P.

```
Balk/Matt            05/23/2007 08:52   146      6.00      1.00               7.00
Justin
Wind/Marissa         05/23/2007 08:59   154      4.00      1.00               5.00
Kyle P.
Jenkins/Heather      05/23/2007 09:06   168     10.00      1.00     10.00     1.00     -
1.85                   Kyle P.
Jolly/Paul           05/23/2007 09:09   172      4.00      1.00               5.00
Kyle P.
Sciaroni/Amy         05/23/2007 09:23   184      9.00      1.00              10.00
Justin
Johnson/Steve        05/23/2007 10:01   205      0.00      1.00               1.00
Kyle P.
Logue/Betsy          05/23/2007 10:07   208     10.00      0.00     10.00     0.00     -
1.85                   Kyle P.
Lizarribar/Luiz      05/23/2007 10:16   213      8.00      1.00               9.00
Kyle P.
Damick/David         05/23/2007 10:23   216      0.00      1.00               1.00
Kyle P.
Burton/Jeff          05/23/2007 10:34   221      8.00      1.00               9.00
Kyle P.
Myers/Sharon         05/23/2007 15:04   495      4.00      1.00               5.00
Kyle P.
Zimmerman/Laura      05/23/2007 15:15   499      5.00      1.00               6.00
Kyle P.
Tatum/Linda          05/23/2007 15:50   506      3.00      1.00               4.00
Kyle P.
Nicholson/Angela     05/23/2007 15:50   507      7.00      1.00               8.00
Kyle P.
================================================================================================
=======================================
Grand Totals                                  190.00     30.00     50.00    170.00     -
10.10
```

Figure x.x Loyalty Report Fields

Field	Description
Account	The Account Number for the Loyalty Customer. If the account number is blank then the customer last nar name are displayed.
Date	The date the transaction occurred.
Time	The time the transaction occurred.
Check	The Check Number of the transaction.
Prev. Points	The customer's point total before the transaction occurred.
Points Earned	The number of points earned in the transaction.
Award Points	The number of points that were decremented because an award was issued.
Total Points	Total Points are computed by adding Points Earned to Previous Points and subtracting Award Points.
Disc. Amount	Disc. Amount is the dollar amount of Discounts the customer has received.
Coup. Issued	The identification number of the Coupon is displayed.
Server	The employee that entered the transaction.

Related Topics (none)

[TOP]

12.3.1.32 Inventory Detail Report

Purpose
The Inventory Detail Report displays inventory Unit and percent variance.

Accessing the Inventory Detail Report
While in Focus Setup, select Reports > Setup and then select the Inventory Detail Report.

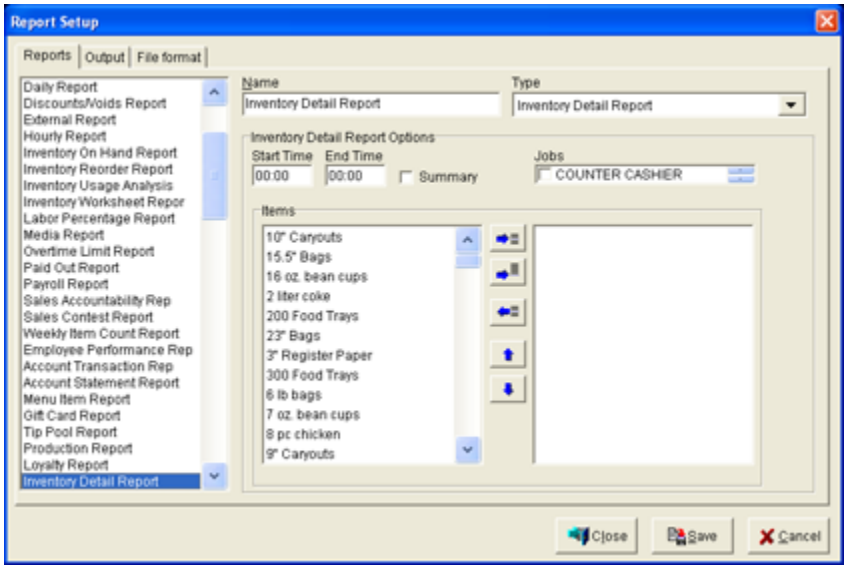


Figure x.x Inventory Detail Report Options

Option	Description
Start Time	Only transactions that occurred on or after the Start Time are included on the report.
End Time	Only transactions that occurred before the End Time are included on the report.
Summary	The individual transactions that contribute to the variance for the Inventory Item are not included on the report if this option is on
Jobs	Select the Jobs for the report.
Items	Select the Items for the report.

The following information is displayed on the Inventory Detail Report:
Item
Tran Type
Actual
Sales
Unit Variance
Percent Variance
Date / Time

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.32.1 Sample Inventory Detail Report

Purpose

A sample Inventory Detail Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Inventory Detail Report

```
Focus Cafe
                  Inventory Detail Report for 5/24/20xx at 5/25/20xx 10:58:18 AM Page 1

                         |   Tran |          |          |   Unit   | Percent  |
|
Item                     |   Type |   Actual |    Sales | Variance | Variance |
Date/Time        |
================================================================================
==========
Absolut
                           POUR       2.02                2.02    100.00  05/24/2007
23:44:35
  Absolut                  SALE                  1.70       0.32     15.84  05/24/2007
23:45:21
Total Absolut                         2.02       1.70       0.32     15.84

Black Haus
  Black Haus               SALE                  1.70      -1.70      0.00  05/24/2007
20:16:57
  Black Haus               SALE                  1.70      -3.40      0.00  05/24/2007
20:16:57
  Black Haus               SALE                  1.70      -5.10      0.00  05/24/2007
20:16:58
  Black Haus               SALE                  1.70      -6.80      0.00  05/24/2007
20:16:58
Total Black Haus                      0.00       6.80      -6.80      0.00

Bushmills
                           POUR       1.72                1.72    100.00  05/24/2007
14:35:12
  Bushmills                SALE                  1.70       0.02      1.16  05/24/2007
14:35:35
                           POUR       4.37                4.39     72.09  05/24/2007
15:48:35
                          EMPTY                                            05/24/2007
15:48:40
                          OPEN                                             05/24/2007
15:50:52
                           POUR       1.34                5.73     77.12  05/24/2007
16:16:46
  Bushmills                SALE                  1.70       4.03     54.24  05/24/2007
16:17:03
  Bushmills                SALE                  1.70       2.33     31.36  05/24/2007
16:17:06
                           POUR       1.51                3.84     42.95  05/24/2007
16:38:16
  Bushmills                SALE                  1.70       2.14     23.94  05/24/2007
16:38:25
                           POUR       1.98                4.12     37.73  05/24/2007
20:05:14
  Bushmills                SALE                  1.70       2.42     22.16  05/24/2007
20:08:16
Total Bushmills                      10.92       8.50       2.42     22.16

Chambord
  Chambord                 SALE                  1.70      -1.70      0.00  05/24/2007
20:17:02
  Chambord                 SALE                  1.70      -3.40      0.00  05/24/2007
20:17:02
  Chambord                 SALE                  1.70      -5.10      0.00  05/24/2007
20:17:03
  Chambord                 SALE                  1.70      -6.80      0.00  05/24/2007
20:17:03
```

Total Chambord		0.00	6.80	-6.80	0.00	
Crown Royal						
	POUR	1.18		1.18	100.00	05/24/2007 14:58:42
	POUR	1.29		2.47	100.00	05/24/2007 14:58:46
Crown Royal	SALE		1.70	0.77	31.17	05/24/2007 15:01:11
Crown Royal	SALE		1.70	-0.93	-37.65	05/24/2007 15:01:12
	POUR	1.65		0.72	17.48	05/24/2007 15:29:09
Crown Royal	SALE		1.70	-0.98	-23.79	05/24/2007 15:29:22
	POUR	1.64		0.66	11.46	05/24/2007 15:39:39
Crown Royal	SALE		1.70	-1.04	-18.06	05/24/2007 15:42:32
	POUR	1.54		0.50	6.85	05/24/2007 15:52:57
Crown Royal	SALE		1.70	-1.20	-16.44	05/24/2007 15:53:50
	POUR	1.54		0.34	3.85	05/24/2007 17:45:50
Crown Royal	SALE		1.70	-1.36	-15.38	05/24/2007 17:47:36
	POUR	1.65		0.29	2.76	05/24/2007 18:31:49
Crown Royal	SALE		1.70	-1.41	-13.44	05/24/2007 18:34:38
	POUR	1.69		0.28	2.30	05/24/2007 20:51:21
	POUR	1.71		1.99	14.33	05/24/2007 20:51:21
Crown Royal	SALE		1.70	0.29	2.09	05/24/2007 20:51:54
Crown Royal	SALE		1.70	-1.41	-10.15	05/24/2007 20:51:54
	POUR	1.63		0.22	1.42	05/24/2007 21:33:54
Crown Royal	SALE		1.70	-1.48	-9.54	05/24/2007 21:34:17
	POUR	1.70		0.22	1.28	05/24/2007 23:39:55
Crown Royal	SALE		1.70	-1.48	-8.59	05/24/2007 23:40:36
Total Crown Royal		17.22	18.70	-1.48	-8.59	
Cuervo Especial Gold						
	POUR	3.23		3.23	100.00	05/24/2007 21:41:22
Quervo Gold	SALE		1.70	1.53	47.37	05/24/2007 21:43:37
Quervo Gold	SALE		1.70	-0.17	-5.26	05/24/2007 21:43:37
Total Cuervo Especial Gol		3.23	3.40	-0.17	-5.26	
Dekuyper Peachtree						
	POUR	1.59		1.59	100.00	05/24/2007 22:48:15
Peach Schnap	SALE		1.70	-0.11	-6.92	05/24/2007 23:05:21
Total Dekuyper Peachtree		1.59	1.70	-0.11	-6.92	
Fleischmanns						
	POUR	2.12		2.12	100.00	05/24/2007 12:56:43
Fleischman	SALE		1.70	0.42	19.81	05/24/2007 12:57:11
	POUR	1.63		2.05	54.67	05/24/2007

15:55:04						
Fleischman	SALE		1.70	0.35	9.33	05/24/2007
15:56:54						
	POUR	1.54		1.89	35.73	05/24/2007
15:57:09						
Ladies Vodka	SALE		1.70	0.19	3.59	05/24/2007
16:08:09						
	POUR	1.50		1.69	24.89	05/24/2007
16:12:02						
Fleischman	SALE		1.70	-0.01	-0.15	05/24/2007
16:12:55						
	POUR	1.30		1.29	15.95	05/24/2007
16:28:09						
Ladies Vodka	SALE		1.70	-0.41	-5.07	05/24/2007
16:28:32						
	POUR	1.38		0.97	10.24	05/24/2007
16:34:59						
Fleischman	SALE		1.70	-0.73	-7.71	05/24/2007
16:35:34						
	POUR	1.50		0.77	7.02	05/24/2007
16:36:18						
Ladies Vodka	SALE		1.70	-0.93	-8.48	05/24/2007
16:36:54						
	POUR	1.22		0.29	2.38	05/24/2007
16:50:27						
	POUR	2.02		2.31	16.26	05/24/2007
16:50:32						
Fleischman	SALE		1.70	0.61	4.29	05/24/2007
16:51:42						
Fleischman	SALE		1.70	-1.09	-7.67	05/24/2007
16:51:44						
	POUR	1.93		0.84	5.20	05/24/2007
16:53:14						
Ladies Vodka	SALE		1.70	-0.86	-5.33	05/24/2007
16:53:32						
	POUR	1.59		0.73	4.12	05/24/2007
16:58:27						
	POUR	1.53		2.26	11.73	05/24/2007
17:03:35						
Ladies Vodka	SALE		1.70	0.56	2.91	05/24/2007
17:12:24						
	POUR	1.27		1.83	8.91	05/24/2007
17:16:45						
	POUR	0.36		2.19	10.48	05/24/2007
17:16:46						
	POUR	1.38		3.57	16.03	05/24/2007
17:16:46						
Ladies Vodka	SALE		1.70	1.87	8.40	05/24/2007
17:17:46						
Ladies Vodka	SALE		1.70	0.17	0.76	05/24/2007
17:18:00						
	POUR	1.70		1.87	7.80	05/24/2007
17:33:03						
Ladies Vodka	SALE		1.70	0.17	0.71	05/24/2007
17:33:29						
	POUR	1.55		1.72	6.74	05/24/2007
17:45:34						
	POUR	1.57		3.29	12.14	05/24/2007
17:47:21						
Ladies Vodka	SALE		1.70	1.59	5.87	05/24/2007
17:47:33						
Fleischman	SALE		1.70	-0.11	-0.41	05/24/2007
17:48:23						
	POUR	1.90		1.79	6.17	05/24/2007
17:54:17						
Fleischman	SALE		1.70	0.09	0.31	05/24/2007
17:54:53						
	POUR	2.20		2.29	7.34	05/24/2007
18:02:52						
Ladies Vodka	SALE		1.70	0.59	1.89	05/24/2007
18:03:06						

	POUR	1.45		2.04	6.25	05/24/2007 18:04:22
Fleischman	SALE		1.70	0.34	1.04	05/24/2007 18:09:41
	POUR	0.99		1.33	3.95	05/24/2007 18:17:27
	EMPTY					05/24/2007 18:17:30
	OPEN					05/24/2007 18:17:43
	POUR	1.53		2.86	8.13	05/24/2007 18:17:43
Fleischman	SALE		1.70	1.16	3.30	05/24/2007 18:18:16
	POUR	1.52		2.68	7.31	05/24/2007 18:25:55
	POUR	1.43		4.11	10.78	05/24/2007 19:41:30
	POUR	1.65		5.76	14.49	05/24/2007 19:41:36
Ladies Vodka	SALE		1.70	4.06	10.21	05/24/2007 19:42:44
Ladies Vodka	SALE		1.70	2.36	5.94	05/24/2007 19:45:26
	POUR	2.13		4.49	10.72	05/24/2007 20:01:39
	POUR	1.71		6.20	14.22	05/24/2007 20:06:13
Ladies Vodka	SALE		1.70	4.50	10.32	05/24/2007 20:10:13
Ladies Vodka	SALE		1.70	2.80	6.42	05/24/2007 20:10:28
	POUR	1.51		4.31	9.55	05/24/2007 20:45:19
	POUR	1.49		5.80	12.45	05/24/2007 20:45:22
Ladies Vodka	SALE		1.70	4.10	8.80	05/24/2007 20:52:50
Ladies Vodka	SALE		1.70	2.40	5.15	05/24/2007 20:52:51
	POUR	2.73		5.13	10.40	05/24/2007 21:09:28
Ladies Vodka	SALE		1.70	3.43	6.95	05/24/2007 21:13:19
	POUR	1.62		5.05	9.91	05/24/2007 21:22:50
Ladies Vodka	SALE		1.70	3.35	6.58	05/24/2007 21:23:31
	POUR	2.28		5.63	10.58	05/24/2007 21:25:59
Ladies Vodka	SALE		1.70	3.93	7.38	05/24/2007 21:28:37
	POUR	2.12		6.05	10.93	05/24/2007 21:29:59
	POUR	1.76		7.81	13.68	05/24/2007 22:22:02
Fleischman	SALE		1.70	6.11	10.70	05/24/2007 22:24:02
	POUR	1.76		7.87	13.37	05/24/2007 22:36:20
Ladies Vodka	SALE		1.70	6.17	10.48	05/24/2007 22:36:36
	POUR	1.76		7.93	13.08	05/24/2007 22:48:10
Ladies Vodka	SALE		1.70	6.23	10.28	05/24/2007 23:05:19
Total Fleischmanns		60.63	54.40	6.23	10.28	
Fleischmanns Gin						
	POUR	1.33		1.33	100.00	05/24/2007 17:08:38

Fleishman Gin	SALE		1.70	-0.37	-27.82	05/24/2007 17:08:59
	POUR	1.95		1.58	48.17	05/24/2007 17:19:40
Fleishman Gin	SALE		1.70	-0.12	-3.66	05/24/2007 17:20:08
	POUR	1.84		1.72	33.59	05/24/2007 17:33:59
Fleishman Gin	SALE		1.70	0.02	0.39	05/24/2007 17:37:04
	POUR	2.19		2.21	30.23	05/24/2007 17:53:06
Fleishman Gin	SALE		1.70	0.51	6.98	05/24/2007 17:53:22
	POUR	1.96		2.47	26.65	05/24/2007 22:49:47
Fleishman Gin	SALE		1.70	0.77	8.31	05/24/2007 22:50:27
	POUR	1.78		2.55	23.08	05/24/2007 23:54:37
Fleishman Gin	SALE		1.70	0.85	7.69	05/24/2007 23:55:08
	POUR	2.00		2.85	21.84	05/25/2007 00:25:58
Fleishman Gin	SALE		1.70	1.15	8.81	05/25/2007 00:26:26
Total Fleischmanns Gin		13.05	11.90	1.15	8.81	
Goldschlager						
Goldshlager	SALE		1.70	-1.70	0.00	05/24/2007 18:06:23
Goldshlager	SALE		1.70	-3.40	0.00	05/24/2007 18:06:23
Goldshlager	SALE		1.70	-5.10	0.00	05/24/2007 23:05:37
Goldshlager	SALE		1.70	-6.80	0.00	05/25/2007 00:24:25
Goldshlager	SALE		1.70	-8.50	0.00	05/25/2007 00:24:26
Total Goldschlager		0.00	8.50	-8.50	0.00	
Jack Daniels Black						
	POUR	2.11		2.11	100.00	05/24/2007 18:52:39
Jack Daniels	SALE		1.70	0.41	19.43	05/24/2007 18:53:45
Jack Daniels	SALE		1.70	-1.29	-61.14	05/24/2007 19:13:41
	POUR	1.48		0.19	5.29	05/24/2007 19:13:55
	POUR	2.02		2.21	39.39	05/24/2007 21:37:38
Jack Daniels	SALE		1.70	0.51	9.09	05/24/2007 21:38:15
	POUR	1.83		2.34	31.45	05/24/2007 21:53:49
Jack Daniels	SALE		1.70	0.64	8.60	05/24/2007 21:58:20
	POUR	1.79		2.43	26.33	05/24/2007 23:36:50
Jack Daniels	SALE		1.70	0.73	7.91	05/24/2007 23:41:19
Total Jack Daniels Black		9.23	8.50	0.73	7.91	
Jagermeister						
Jagar bomb	SALE		1.70	-1.70	0.00	05/24/2007 22:46:20
Jagar bomb	SALE		1.70	-3.40	0.00	05/24/2007 23:16:01
Jager	SALE		1.70	-5.10	0.00	05/25/2007 00:12:44

Jager	SALE		1.70	-6.80	0.00	05/25/2007 00:27:16
Jager	SALE		1.70	-8.50	0.00	05/25/2007 00:27:17
Total Jagermeister		0.00	8.50	-8.50	0.00	
Jameson						
	POUR	2.26		2.26	100.00	05/24/2007 23:00:30
Car Bomb	SALE		0.50	1.76	77.88	05/24/2007 23:05:26
Car Bomb	SALE		0.50	1.26	55.75	05/24/2007 23:05:27
Total Jameson		2.26	1.00	1.26	55.75	
Jim Beam						
	POUR	1.46		1.46	100.00	05/24/2007 15:35:54
JimBeam	SALE		1.70	-0.24	-16.44	05/24/2007 15:36:32
	POUR	1.31		1.07	38.63	05/24/2007 16:12:08
JimBeam	SALE		1.70	-0.63	-22.74	05/24/2007 16:12:47
	POUR	1.69		1.06	23.77	05/24/2007 16:30:25
JimBeam	SALE		1.70	-0.64	-14.35	05/24/2007 16:47:54
	POUR	1.61		0.97	15.98	05/24/2007 17:04:30
JimBeam	SALE		1.70	-0.73	-12.03	05/24/2007 17:10:02
	EMPTY					05/24/2007 17:16:50
	OPEN					05/24/2007 17:17:03
	POUR	1.20		0.47	6.46	05/24/2007 17:17:03
JimBeam	SALE		1.70	-1.23	-16.92	05/24/2007 17:17:50
	POUR	1.54		0.31	3.52	05/24/2007 17:25:41
JimBeam	SALE		1.70	-1.39	-15.78	05/24/2007 17:28:22
	POUR	1.57		0.18	1.73	05/24/2007 17:36:32
JimBeam	SALE		1.70	-1.52	-14.64	05/24/2007 17:36:55
	POUR	1.48		-0.04	-0.34	05/24/2007 18:20:06
JimBeam	SALE		1.70	-1.74	-14.67	05/24/2007 18:20:44
	POUR	2.06		0.32	2.30	05/24/2007 18:44:14
	POUR	2.51		2.83	17.22	05/24/2007 18:44:19
JimBeam	SALE		1.70	1.13	6.88	05/24/2007 18:44:57
JimBeam	SALE		1.70	-0.57	-3.47	05/24/2007 18:44:57
	POUR	2.49		1.92	10.15	05/24/2007 19:54:39
	POUR	2.24		4.16	19.66	05/24/2007 19:54:44
JimBeam	SALE		1.70	2.46	11.63	05/24/2007 19:55:14
JimBeam	SALE		1.70	0.76	3.59	05/24/2007 19:55:14
	POUR	1.53		2.29	10.09	05/24/2007 21:51:53
	POUR	1.67		3.96	16.26	05/24/2007

21:51:53						
JimBeam	SALE		1.70	2.26	9.28	05/24/2007
21:52:45						
JimBeam	SALE		1.70	0.56	2.30	05/24/2007
21:52:46						
	POUR	2.11		2.67	10.09	05/24/2007
21:56:54						
	POUR	2.39		5.06	17.53	05/24/2007
21:56:54						
JimBeam	SALE		1.70	3.36	11.64	05/24/2007
22:00:06						
JimBeam	SALE		1.70	1.66	5.75	05/24/2007
22:00:06						
	POUR	1.71		3.37	11.02	05/24/2007
22:11:31						
JimBeam	SALE		1.70	1.67	5.46	05/24/2007
22:14:11						
	POUR	3.83		5.50	15.99	05/24/2007
22:24:32						
JimBeam	SALE		1.70	3.80	11.05	05/24/2007
22:27:25						
JimBeam	SALE		1.70	2.10	6.10	05/24/2007
22:27:25						
	POUR	1.64		3.74	10.38	05/24/2007
22:28:02						
	POUR	1.58		5.32	14.14	05/24/2007
22:37:01						
	POUR	1.51		6.83	17.45	05/24/2007
22:47:09						
	POUR	1.14		7.97	19.79	05/24/2007
23:08:59						
	EMPTY					05/24/2007
23:09:03						
	OPEN					05/24/2007
23:09:15						
	POUR	1.54		9.51	22.75	05/24/2007
23:09:20						
	POUR	1.79		11.30	25.92	05/24/2007
23:09:42						
JimBeam	SALE		1.70	9.60	22.02	05/24/2007
23:16:21						
JimBeam	SALE		1.70	7.90	18.12	05/24/2007
23:16:21						
JimBeam	SALE		1.70	6.20	14.22	05/24/2007
23:16:21						
	POUR	1.78		7.98	17.58	05/24/2007
23:27:00						
	POUR	2.68		10.66	22.18	05/24/2007
23:30:44						
	POUR	1.88		12.54	25.11	05/24/2007
23:30:47						
JimBeam	SALE		1.70	10.84	21.71	05/24/2007
23:32:22						
JimBeam	SALE		1.70	9.14	18.30	05/24/2007
23:32:22						
	POUR	1.68		10.82	20.96	05/24/2007
23:54:24						
JimBeam	SALE		1.70	9.12	17.67	05/24/2007
23:55:08						
	POUR	1.78		10.90	20.41	05/25/2007
01:20:32						
	POUR	1.88		12.78	23.12	05/25/2007
01:20:33						
JimBeam	SALE		1.70	11.08	20.04	05/25/2007
01:33:35						
JimBeam	SALE		1.70	9.38	16.97	05/25/2007
01:33:35						
Total Jim Beam		55.28	45.90	9.38	16.97	
Makers Mark						
	POUR	2.21		2.21	100.00	05/24/2007

18:52:39						
Makers Mark	SALE		1.70	0.51	23.08	05/24/2007
18:53:46						
Total Makers Mark		2.21	1.70	0.51	23.08	
McCormicks irish						
	POUR	4.16		4.16	100.00	05/24/2007
21:23:00						
	POUR	5.75		9.91	100.00	05/24/2007
23:00:42						
Total McCormicks irish		9.91	0.00	9.91	100.00	
McCormocks irish						
McCormik	SALE		1.70	-1.70	0.00	05/24/2007
21:23:36						
Car Bomb	SALE		0.50	-2.20	0.00	05/24/2007
23:05:26						
Car Bomb	SALE		0.50	-2.70	0.00	05/24/2007
23:05:27						
Total McCormocks irish		0.00	2.70	-2.70	0.00	
Montezuma White						
	POUR	1.18		1.18	100.00	05/24/2007
21:20:56						
Montezuma	SALE		1.70	-0.52	-44.07	05/24/2007
21:23:43						
	POUR	1.28		0.76	30.89	05/24/2007
21:24:05						
Montezuma	SALE		1.70	-0.94	-38.21	05/24/2007
21:25:26						
Total Montezuma White		2.46	3.40	-0.94	-38.21	
Parrot Bay Coconut						
	POUR	1.40		1.40	100.00	05/24/2007
21:21:02						
ParotBay Coconut	SALE		1.70	-0.30	-21.43	05/24/2007
21:23:44						
	POUR	1.44		1.14	40.14	05/24/2007
21:24:12						
ParotBay Coconut	SALE		1.70	-0.56	-19.72	05/24/2007
21:25:26						
Total Parrot Bay Coconut		2.84	3.40	-0.56	-19.72	
Patron Silver						
Patron Silver	SALE		1.70	-1.70	0.00	05/24/2007
16:38:33						
Patron Silver	SALE		1.70	-3.40	0.00	05/24/2007
20:39:15						
Patron Silver	SALE		1.70	-5.10	0.00	05/24/2007
21:18:44						
Patron Silver	SALE		1.70	-6.80	0.00	05/24/2007
21:18:45						
Total Patron Silver		0.00	6.80	-6.80	0.00	
Seagrams 7 Crown						
	POUR	1.83		1.83	100.00	05/24/2007
16:06:28						
Seagram 7	SALE		1.70	0.13	7.10	05/24/2007
16:07:01						
	POUR	1.59		1.72	50.29	05/24/2007
16:32:50						
Seagram 7	SALE		1.70	0.02	0.58	05/24/2007
16:32:57						
	POUR	1.80		1.82	34.87	05/24/2007
17:00:07						
	EMPTY					05/24/2007
17:00:19						
	OPEN					05/24/2007
17:00:27						
	POUR	0.93		2.75	44.72	05/24/2007
17:00:27						

```
  Seagram 7                 SALE                1.70       1.05      17.07  05/24/2007
17:01:21
Total Seagrams 7 Crown              6.15       5.10       1.05      17.07

Smirnoff Rasberry
  Smirnof Rasberry          SALE                1.70      -1.70       0.00  05/24/2007
16:07:19
  Smirnof Rasberry          SALE                1.70      -3.40       0.00  05/24/2007
21:47:51
  Smirnof Rasberry          SALE                1.70      -5.10       0.00  05/24/2007
22:35:04
Total Smirnoff Rasberry             0.00       5.10      -5.10       0.00

Smirnoff Raspberry
                            POUR       1.05                1.05     100.00  05/24/2007
16:00:20
                            POUR       1.97                3.02     100.00  05/24/2007
21:45:50
                            POUR       2.14                5.16     100.00  05/24/2007
22:31:25
Total Smirnoff Raspberry            5.16       0.00       5.16     100.00

Southern Comfort
                            POUR       1.85                1.85     100.00  05/24/2007
20:42:38
                            POUR       1.90                3.75     100.00  05/24/2007
20:42:38
  Southrn Comfort           SALE                1.70       2.05      54.67  05/24/2007
20:52:55
  Southrn Comfort           SALE                1.70       0.35       9.33  05/24/2007
20:52:56
                            POUR       1.42                1.77      34.24  05/24/2007
22:09:31
  Southrn Comfort           SALE                1.70       0.07       1.35  05/24/2007
22:14:52
                            POUR       2.21                2.28      30.89  05/24/2007
23:02:33
  Southrn Comfort           SALE                1.70       0.58       7.86  05/24/2007
23:06:59
Total Southern Comfort              7.38       6.80       0.58       7.86

Test
                            POUR       3.81                3.81     100.00  05/24/2007
15:51:22
Total Test                          3.81       0.00       3.81     100.00

Wild Turkey 101
                            POUR       3.43                3.43     100.00  05/25/2007
01:25:56
  Wild Turkey               SALE                1.70       1.73      50.44  05/25/2007
01:33:39
  Wild Turkey               SALE                1.70       0.03       0.87  05/25/2007
01:33:39
Total Wild Turkey 101               3.43       3.40       0.03       0.87
================================================================================================
==========
```

Figure x.x Inventory Detail Report Fields

Field	Description	
Item	The name of the Inventory Item.	
Tran Type	**Pour**	Signifies the drink was Poured.
	Sale	Signifies the drink was entered.
	Empty	Signifies the bottle is Empty.

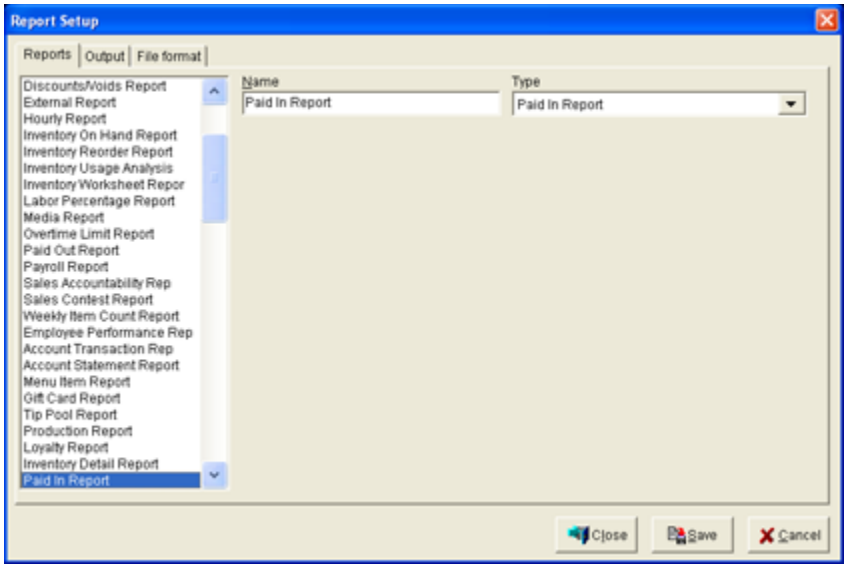
	Open	Signifies the bottle top was Opened.
Actual	Displays the Actual amount poured.	
Sales	Displays the Sales amount.	
Unit Variance	Calculates the variance in the Actual pour and Ideal pour.	
Percent Variance	Calculates the Percent Variance of the Actual pour and Ideal pour.	
Date/Time	The day and time the item was entered.	

Related Topics (none)

[TOP]

12.3.1.33 Paid In Report

Purpose
The Paid In Report displays the Paid Ins sorted by type. The report does not have any configurable options.



The following information is displayed on the Paidin Report:
Date
Time
Payment
Amount
Account
Employee
Grand Total

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.33.1 Sample Paid In Report

Purpose
A sample Paid In Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Paid In Report

```
Focus Cafe
                Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM
Page 1

            |          | Time| Time| Date| Date|      |      | Tipped | 8.00%|
Charge | Declared |
Employee    |   Job    |  In | Out |  In | Out | Hours|Breaks|  Sales |
Sales|  Tips  |   Tips   |
================================================================================
====================
  Carlos R.  To GO      13:52 15:53  4/28  4/28   2.02   0.00     0.00
0.00    0.00     0.00
  Carlos R.  To GO      16:36 22:41  4/28  4/28   6.08   0.00     0.00
0.00    0.00     0.00
  Carlos R.  Busboy     13:57 21:27  4/28  4/28   7.50   0.00     0.00
0.00    0.00     0.00
E Carlos R.  Busboy     13:55 23:00  4/28  4/28   8.08   1.00     0.00
0.00    0.00     0.00
E Francisco  Server     16:51 22:30  4/28  4/28   5.65   0.00     0.00
0.00    0.00     0.00
  Francisco  Server     16:55 23:34  4/28  4/28   6.65   0.00     0.00
0.00    0.00     0.00
  Francisco  Cook       16:56 23:22  4/28  4/28   6.43   0.00     0.00
0.00    0.00     0.00
  Francisco  Hostess    16:51 22:35  4/28  4/28   5.73   0.00     0.00
0.00    0.00     0.00
E Francisco  Busboy     16:57 22:00  4/28  4/28   5.05   0.00     0.00
0.00    0.00     0.00
  Francisco  Busboy     16:53 23:27  4/28  4/28   6.57   0.00     0.00
0.00    0.00     0.00
  Guicho     Server      9:52 14:55  4/28  4/28   5.05   0.00     0.00
0.00    0.00     0.00
E Guicho     Server     16:53 22:45  4/28  4/28   5.87   0.00     0.00
0.00    0.00     0.00
  Guicho     Busboy     16:50 23:38  4/28  4/28   6.80   0.00     0.00
0.00    0.00     0.00
D Guicho     Server     16:50 23:11  4/28  4/28                    0.00
0.00    0.00     0.00
E Guicho     Server     16:51 22:30  4/28  4/28   5.65   0.00     0.00
0.00    0.00     0.00
E Guicho     Server     16:58 21:20  4/28  4/28   4.37   0.00     0.00
0.00    0.00     0.00
E Hugo .     Server     10:51 22:03  4/28  4/28  10.20   1.00     0.00
0.00    0.00     0.25
  Juan Ramir Server     16:58 23:49  4/28  4/28   6.85   0.00     0.00
0.00    0.00     0.00
  Juan Ramir Dishwasher 16:59 23:26  4/28  4/28   6.45   0.00     0.00
0.00    0.00     0.00
E Juan Ramir Server     17:13 22:00  4/28  4/28   4.78   0.00     0.00
```

0.00	0.00	0.00									
	Juan Ramir	Cook	16:58	23:26	4/28	4/28	6.47	0.00	0.00		
0.00	0.00	0.00									
	Juan Ramir	Cook	17:03	23:25	4/28	4/28	6.37	0.00	0.00		
0.00	0.00	0.00									
	Juan Ramir	Busboy	16:59	23:10	4/28	4/28	6.18	0.00	0.00		
0.00	0.00	0.00									
	Juan Ramir	Busboy	16:59	23:28	4/28	4/28	6.48	0.00	0.00		
0.00	0.00	0.00									
	Kristina G	Cook	9:52	13:09	4/28	4/28	3.28	0.00	0.00		
0.00	0.00	0.00									
	Kristina G	Cook	15:01	23:26	4/28	4/28	8.42	0.00	0.00		
0.00	0.00	0.00									
	Kristina G	Dishwasher	9:58	15:05	4/28	4/28	5.12	0.00	0.00		
0.00	0.00	0.00									
	Kristina G	Busboy	10:00	16:03	4/28	4/28	6.05	0.00	0.00		
0.00	0.00	0.00									
	Kristina G	Busboy	16:23	22:00	4/28	4/28	5.62	0.00	0.00		
0.00	0.00	0.00									
	Kristina G	Hostess	16:05	20:31	4/28	4/28	4.43	0.00	0.00		
0.00	0.00	0.00									
	Kristina G	Busboy	9:55	14:04	4/28	4/28	4.15	0.00	0.00		
0.00	0.00	0.00									
E	Maricruz A	Server	14:03	22:56	4/28	4/28	7.88	1.00	0.00		
0.00	0.00	0.00									
	Maricruz A	Cook	14:59	23:20	4/28	4/28	8.35	0.00	0.00		
0.00	0.00	0.00									
E	Maricruz A	Busboy	14:14	22:50	4/28	4/28	7.60	1.00	0.00		
0.00	0.00	0.00									
	Maricruz A	Dishwasher	15:00	23:27	4/28	4/28	8.45	0.00	0.00		
0.00	0.00	0.00									
O	Maricruz A	Busboy	14:04	21:00	4/28	4/28	6.93	0.00	0.00		
0.00	0.00	0.00									
	Maricruz A	Prep Cook	14:58	22:53	4/28	4/28	7.92	0.00	0.00		
0.00	0.00	0.00									
	Maricruz A	Hostess	14:53	23:02	4/28	4/28	8.15	0.00	0.00		
0.00	0.00	0.00									
E	Nora R.	Server	11:13	21:44	4/28	4/28	9.52	1.00	0.00		
0.00	0.00	0.00									
	Nora R.	Server	11:13	21:58	4/28	4/28	10.75	0.00	0.00		
0.00	0.00	0.00									
E	Nora R.	Busboy	11:10	14:04	4/28	4/28	2.90	0.00	0.00		
0.00	0.00	0.00									
E	Omron T.	Server	10:53	22:50	4/28	4/28	10.95	1.00	0.00		
0.00	0.00	0.00									
	Omron T.	Server	10:54	14:33	4/28	4/28	3.65	0.00	0.00		
0.00	0.00	0.00									
	Omron T.	Server	10:55	11:00	4/28	4/28	0.08	0.00	0.00		
0.00	0.00	0.00									
	Omron T.	Hostess	11:04	16:58	4/28	4/28	5.90	0.00	0.00		
0.00	0.00	0.00									
	Omron T.	Hostess	11:04	15:04	4/28	4/28	4.00	0.00	0.00		
0.00	0.00	0.00									
	Omron T.	Busboy	10:54	14:06	4/28	4/28	3.20	0.00	0.00		
0.00	0.00	0.00									

```
  Roberto H. Dishwasher  9:09 15:08  4/28  4/28   5.98   0.00     0.00
0.00    0.00     0.00
D Roberto H. Server      9:59 14:27  4/28  4/28                  0.00
0.00    0.00     0.00
  Roberto H. Cook        9:51 13:09  4/28  4/28   3.30   0.00     0.00
0.00    0.00     0.00
  Roberto H. Cook        9:05 15:11  4/28  4/28   6.10   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:50 15:01  4/28  4/28   5.18   0.00     0.00
0.00    0.00     0.00
  Roberto H. Busboy      9:50 13:06  4/28  4/28   3.27   0.00     0.00
0.00    0.00     0.00
E Roberto H. Server      9:53 14:37  4/28  4/28   4.73   0.00     0.00
0.00    0.00     0.00
Focus Cafe
                Attendance Report for 04/28/200X at 05/07/200X 5:19:12 PM
Page 2

            |          | Time| Time| Date| Date|      |      | Tipped | 8.00%|
Charge | Declared |
Employee    |   Job    |  In | Out |  In | Out | Hours|Breaks|  Sales |
Sales|  Tips  |   Tips   |
================================================================================
====================
  Roberto H. Cook        9:04 15:07  4/28  4/28   6.05   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:34 15:26  4/28  4/28   5.87   0.00     0.00
0.00    0.00     0.00
  Roberto H. Busboy      9:50 13:06  4/28  4/28   3.27   0.00     0.00
0.00    0.00     0.00
  Roberto H. Prep Cook   9:05 15:06  4/28  4/28   6.02   0.00     0.00
0.00    0.00     0.00
O hector d.  Manager    10:00  4:00  4/28  4/29  18.00   0.00     0.00
0.00    0.00     0.00
E hector d.  Bartender  10:33 21:30  4/28  4/28   9.95   1.00     0.00
0.00    0.00     0.00
D hector d.  Busboy     10:50 11:11  4/28  4/28                  0.00
0.00    0.00     0.00
E hector d.  Busboy     10:58 16:38  4/28  4/28   5.67   0.00     0.00
0.00    0.00     0.00
  hector d.  Hostess    10:51 14:01  4/28  4/28   3.17   0.00     0.00
0.00    0.00     0.00
--------------------------------------------------------------------------------
--------------------
Totals                                          371.14   7.00     0.00
0.00    0.00     0.25
================================================================================
====================

A = Add, E = Edit, D = Delete, O = Automatic clockout at close day
```

Figure x.x Paid In Report Fields

Field	Description
Date	The date of the Paid In.
Time	The time of the Paid In.
Payment	The Payment type of the Paid In.
Amount	The Amount of the Paid In.
Account	The Account Number for the Paid In.
Employee	The employee's name who entered the Paid in.
Customer Account	The Customer's Account Number if defined is displayed under the Account heading.
Customer Name	The Customer's Name if defined is displayed beneath the employee.
Totals	Totals for each Paid Out type are displayed.
Grand Totals	Grand Totals total up all of the individual Paid Out Totals.

Related Topics (none)

[TOP]

12.3.1.34 Drawer Report

Purpose

Accessing the Drawer Report Options
While in Focus Setup, select Reports > Setup and then select the Drawer Report.

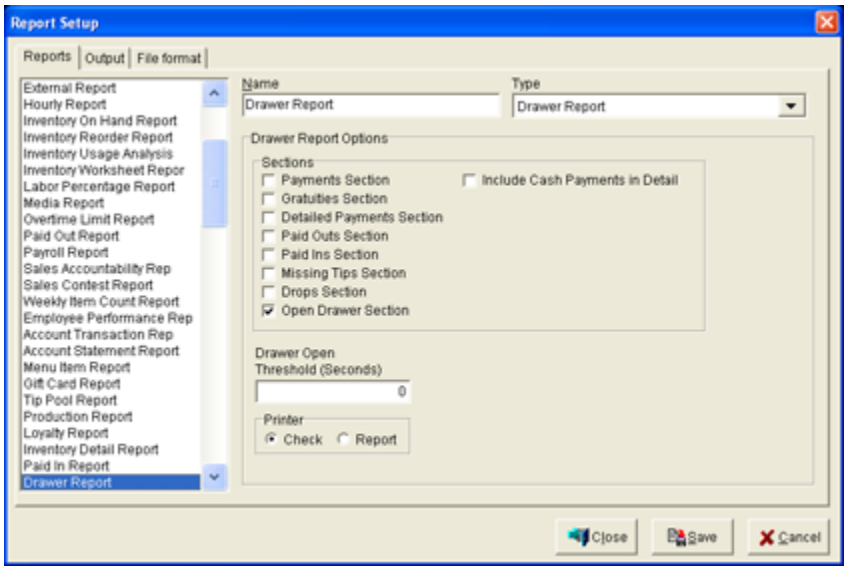


Figure x.x Drawer Report Options

Option	Description	
Sections	**Payments Section**	Select if the report will contain a Payments section.

	Gratuities Section	Select if the report will contain a Gratuities section. Gratuity section is in are selected in the Reports Window.
	Detailed Payments Section	Select if the report will contain a Detailed Payments section. Payment de employee is selected. Cash payment detail is included when that Job Rig
	Paid Outs Section	Select if the report will contain a Paid Outs section. Voided Paid Outs ar
	Paid Ins Section	Select if the report will contain a Paid Ins section. Voided Paid Ins are n
	Missing Tips Section	Select if the report will contain a list of all employees credit card payme
	Drops Section	Select if the report will contain the Drops Section.
	Open Drawer Section	Select if the report will contain the Open Drawer Section.
	Include Cash Payments in Detail	Select if the report will contain the Cash Payments in Detail Section.
Drawer Open Threshold	If the "Drawer Section" is printed on the report then the # of drawer opens longer than "X" seconds is printed.	
Printer	**Check**	Selected if the report will be printed on a 40 column check printer.
	Report	Selected if the report will be printed on a standard office printer.

Related Topics
Job Right 'Reports – Report Setup'

[TOP]

12.3.1.34.1 Sample Drawer Report

Purpose
A sample Drawer Report and description of the fields are listed below.

Note: The sample report may differ from the actual report. The options used to configure the report will determine the actual output of the report.

Figure x.x Sample Drawer Report

```
Focus Café
            Cash Tray Page 1

5/24/200X 1:02:00 PM
========================================
Focus (Drawer 1)
STATUS : CLOSED
TIME OPENED : 05/23/0X 2:23 PM
TIME CLOSED : 05/23/0X 9:05 PM
ASSIGNED    : Adam N.
              Jerrold R.
              Jessica
              Micheal N.
              Operations .
              Kristen
              Jeff M.
========================================
P A Y M E N T S  S U M M A R Y
----------------------------------------
Gross Cash             92         521.92
Paid Outs               0           0.00
CC Tip Fee                         0.00
Tips Paid Out                      0.00
----------------------------------------
Net Cash                         521.92
```

Visa	8	86.68
Mastercard	10	87.04
AMEX	2	31.15
Discover	0	0.00
Diners	0	0.00
Gift Card	4	16.64
Account	0	0.00
TOTAL PAYMENTS		743.43

P A Y M E N T S D E T A I L

Cash

Chk #	Amount	Tip	Total
Refund	-28.21	0.00	-28.21
120	6.84	0.00	6.84
121	8.69	0.00	8.69
122	18.86	0.00	18.86
123	5.43	0.00	5.43
125	13.67	0.00	13.67
126	13.35	0.00	13.35
127	0.00	0.00	0.00
128	5.16	0.00	5.16
130	4.34	0.00	4.34
131	7.06	0.00	7.06
134	1.62	0.00	1.62
135	0.00	0.00	0.00
136	8.20	0.00	8.20
138	11.93	0.00	11.93
139	0.00	0.00	0.00
141	15.83	0.00	15.83
142	7.59	0.00	7.59
143	0.00	0.00	0.00
145	0.00	0.00	0.00
147	0.00	0.00	0.00
150	5.42	0.00	5.42
151	7.92	0.00	7.92
153	5.43	0.00	5.43
154	7.60	0.00	7.60
155	1.09	0.00	1.09
156	7.33	0.00	7.33
157	0.00	0.00	0.00
159	7.06	0.00	7.06
160	6.83	0.00	6.83
162	15.62	0.00	15.62
163	4.66	0.00	4.66
164	4.34	0.00	4.34
165	10.00	0.00	10.00
167	0.00	0.00	0.00
168	0.00	0.00	0.00
169	5.74	0.00	5.74
170	5.43	0.00	5.43
171	0.00	0.00	0.00
172	3.80	0.00	3.80
173	5.97	0.00	5.97
174	0.00	0.00	0.00
175	4.34	0.00	4.34
176	0.00	0.00	0.00
177	7.60	0.00	7.60
179	4.66	0.00	4.66
181	6.51	0.00	6.51
182	7.06	0.00	7.06
183	3.58	0.00	3.58
184	9.33	0.00	9.33
185	13.90	0.00	13.90
186	6.50	0.00	6.50
187	5.48	0.00	5.48
188	16.27	0.00	16.27
189	4.66	0.00	4.66
190	11.27	0.00	11.27

191	16.06	0.00	16.06
192	4.66	0.00	4.66
193	7.06	0.00	7.06
194	13.34	0.00	13.34
195	6.24	0.00	6.24
196	6.83	0.00	6.83
197	10.07	0.00	10.07
198	11.22	0.00	11.22
199	0.00	0.00	0.00
205	7.86	0.00	7.86
208	8.14	0.00	8.14
209	0.90	0.00	0.90
210	5.64	0.00	5.64
211	25.05	0.00	25.05
212	0.00	0.00	0.00
213	8.15	0.00	8.15
214	7.06	0.00	7.06
215	5.16	0.00	5.16
216	0.00	0.00	0.00
219	7.28	0.00	7.28
220	4.34	0.00	4.34
222	0.00	0.00	0.00
224	7.64	0.00	7.64
225	0.17	0.00	0.17
226	12.27	0.00	12.27
227	1.63	0.00	1.63
228	7.60	0.00	7.60
229	10.85	0.00	10.85
230	1.52	0.00	1.52
231	0.00	0.00	0.00
232	7.37	0.00	7.37
233	1.00	0.00	1.00
233	5.30	0.00	5.30
234	5.43	0.00	5.43
236	0.32	0.00	0.32
237	0.00	0.00	0.00
Total	521.92	0.00	521.92

Gift Card

Chk #	Amount	Tip	Total
180-1	5.74	0.00	5.74
202-1	9.76	0.00	9.76
205-1	0.68	0.00	0.68
205-1	0.46	0.00	0.46
Total	16.64	0.00	16.64

Visa

Chk #	Amount	Tip	Total
133-1	4.34	0.00	4.34
140-1	21.28	0.00	21.28
144-1	8.69	0.00	8.69
146-1	17.90	0.00	17.90
161-1	11.91	0.00	11.91
166-1	4.66	0.00	4.66
200-1	11.40	0.00	11.40
204-1	6.50	0.00	6.50
Total	86.68	0.00	86.68

MasterCard

Chk #	Amount	Tip	Total
132-1	3.87	0.00	3.87
137-1	10.09	0.00	10.09
148-1	10.30	0.00	10.30
152-1	6.51	0.00	6.51
158-1	8.46	0.00	8.46

178-1	7.60	0.00	7.60
217-1	5.43	0.00	5.43
218-1	14.17	0.00	14.17
223-1	5.43	0.00	5.43
235-1	15.18	0.00	15.18

Total	87.04	0.00	87.04

AMEX

Chk #	Amount	Tip	Total
124-1	24.09	0.00	24.09
221-1	7.06	0.00	7.06
Total	31.15	0.00	31.15

CC Total	204.87	0.00	204.87

Payment	Amount	Tip	Total
Visa	86.68	0.00	86.68
MasterCard	87.04	0.00	87.04
AMEX	31.15	0.00	31.15
Discover	0.00	0.00	0.00
Diners	0.00	0.00	0.00
Gift Card	16.64	0.00	16.64
Account	0.00	0.00	0.00

C A S H D E T A I L

Declared Cash	672.25
Net Cash	-521.92
Starting Bank	-150.00
Cash [Over]/Short	0.33
Declared Check Total	0.00
Check Total	0.00
Checks [Over]/Short	0.00
Declared Gift Card Total	17.00
Gift Card Total	-16.64
Gift Card [Over]/Short	0.36

R E F U N D S

Name	Time	Amount
Cash	18:45	-28.21

P A I D O U T S

P A I D I N S

G I F T C A R D S

Accounts Activated	Amount
6010XXXXXXXX3774	10.00
6010XXXXXXXX3428	5.00
6010XXXXXXXX4269	5.00
3 cards activated	20.00

D R O P S

Figure x.x – Drawer Report Section

Field	Description
Cash Tray	The Station Name and Cash Drawer Number are displayed.
Status	Displays if the Cash Tray is currently opened or closed.
Time Opened	The time the Cash Tray was opened.
Time Closed	This line is only printed if the cash tray has been closed.
Assigned	The names of the employees assigned to the drawer are displayed.

Figure x.x – Summary Section Fields

Field	Description
Labor (Cost, %)	The dollar amount and percentage the labor cost is at for the selected time period.
Average Check	The number of checks and the dollar amount of the average check.
Average Guest	The number of guests and the average dollar amount for each guest.
Average Time	The average time a check was opened.
Average Beverage	The number of beverages divided by the number of guests.
Voids	The number of Voids and the total dollar amount of the Voids.
No Sale Count	The number of No Sale Counts. **Note:** The No Sale Count is included if a Time Card has been specified or if the rep
Error Correct Count	The number of deleted items. Modifiers are not included in this total. **Note:** The Error Correct Count is included if configured to print at checkout.
Drawer Opens	If the "Drawer Section" is printed on the report then the number of Drawer Opens long than "X" seconds is printed.
Discounts	The number of Discounts and the dollar amount of each Discount is displayed.
Refunds	The number of Refunds and the total dollar amount of Refunds.

Figure x.x – Sales and Tax Section Fields

Field	Description
Report Group Units and Sales	The Report Group name, units sold and dollar amount will be displayed.
Order Type Charges	The Order Type Charge name, number and dollar amount will be displayed. **Note:** Item discounts that reduce Orde
Total	The total amount of the Report Group units and sales.
Subtotal	The Subtotal equals the total Report Group sales plus the total Order Type Charges.
Inclusive Tax	The total amount of Inclusive Tax
Subtotal Discounts	The total amount of Subtotal Discounts.
Net Sales	The Net Sales of the time period selected.

Taxes	The name and amount of each Tax used.
Total Tax	The total of Inclusive and Exclusive Tax.
Total Sales	Total Sales equals Net Sales plus Total Tax.
Paid Outs	The total of all Paid Outs.
Paid Ins	The total of all Paid Ins.
Gift Cards	The total of all Gift Cards.
CC Tip Fee	The Tip Fees of Payments that the employee is accountable.
Retained Tips	If the "Tips" option is set to "Retain Tips" then all non cash tips are retained and do not reduce cash.
Retained Tip Pool	The total of all Tip Pools that have the "Turn In" option on. If a Time Card has been specified and the "Retained Tip displayed and is added to the Total Accountable and Total Payments totals.
Drops	The total dollar amount of all Drops.
Refunds	Refunds on payments that the employee is accountable.
Total Accountable	Total Accountable equals Total Sales minus Paid Outs plus Paid Ins minus Drops plus Retained Tips plus the CC Tip

Figure x.x – Payment Section Fields

Field	Description
Gross Cash	The number of cash payments and the total amount of cash collected from all payments minus cash tips minus ch
Paid Outs	The number of Paid Outs and the total dollar amount of the Paid Outs is displayed.
Advances	The total dollar amount of all Advances is displayed.
Drops	The total dollar amount of all Drops is displayed.
CC Tip Fee	The Tip Fee on tips of Payments that the employee is accountable is displayed.
Tips Paid Out	If the "Tips" option is set to "Pay out all tips" then all tips on non cash payments are paid out. If the "Tips" option reduce cash. If the "Tips" option is set to "Use Manual Tip Outs" then only the tip outs entered via the "Tip out" ca
Retained Tip Pool	The total dollar amount of the Retained Tip Pool is displayed.
Net Cash	Gross cash minus paid outs, minus advances, minus drops, plus CC tip fee, minus tips paid out, plus retained tip p
Non Cash Payments	The name of the Payment, number of times the Payment was used and the total dollar amount of the Payment pl

Note: The Gratuity Section is only displayed if a Time Card has been specified

Figure x.x – Gratuities Sections Fields

Field	Description
Declared Tips	The tips the user declared when they clock out.
Tipped Sales	The total of all Order Type Sales that are tipped as well as the Order Type Charges for those sales. Discounts do Sales.
Tip % of Tipped Sales	The tip reporting % defined in Focus Setup is multiplied by Tipped Sales.
Cash Tips	The tips entered on cash Payments that the employee has earned.

Charge Tips	The tips entered on all non cash Payments that the employee has earned.
CC Tip Fee	The Tip Fee on all tips that the employee has earned.
Net Charge Tips	Charge tips minus CC Tip Fee.
Tips Owed by Me	The tips I owe to other employees are printed. The tips are net of the CC Tip Fee.
Tips Owed to Me	The tips that are owed to me by other employees. The tips are net of the CC Tip Fee.

Note: The option "Include Cash Payments in Detail" must be on for the cash Payments to appear.
Figure x.x – Detailed Payment Section Fields

Field	Description
Cash Chk #	The check number for the Payment.
Amount	The amount of the Payment.
Tip	The tip amount for the Payment.
Total	The Amount plus Tip.
Declared Cash	The amount of cash declared is displayed.
Net Cash	The amount of cash that should be accountable.
Starting Bank	The amount of the Starting Bank.
Over/Short	Subtract the Net Cash and Starting Bank from the Declared Cash.

Figure x.x – Open Checks Section Fields

Field	Description
Name	The employee name who has the Open Check is displayed.
Check Number	The Check Number of the Open Check is displayed.
Total	The Total amount of the Open Check is displayed.
Remaining Balance	The Remaining Balance of the Open Check is displayed.

Note: Each individual Paid Out is listed.
Figure x.x – Paid Outs Section Fields

Field	Description
Name	The name of the Paid Out is displayed.
Invoice Number	The Invoice Number of the Paid Out is displayed.
Amount	The Amount of the Paid Out is displayed.

Note: Each individual Paid In is listed. All gift cards are displayed as well.
Figure x.x – Paid Ins Section Fields

Field	Description
Name	The name for the Paid In is displayed.

Amount	The Amount of the Paid In is displayed.
Voided Paid Ins	If a paidin is voided then the original paidin is printed with the voided instance appearing immediately beneath it.

Note: The tip pool section is only displayed if the report is filtered by time card.
Figure x.x – Tip Pool Section Fields

Field	Description
Name	The name of the Tip Pool is displayed.
Amount	The amount of the Tip Pool is displayed.

Note: If an employee is selected then this section is not printed. Accessible jobs are used to determine the punches that get displayed if the report is not ran via an event.
Figure x.x – Open Clocks Section

Field	Description
Job	The Job name for the employees on the clock. The number of employees on the clock for each job is printed besi
Name	The employee's Nickname.

Note: Displays in the Summary Section.
Figure x.x – Labor Percentage Section

Field	Description
Labor (Cost, %)	The dollar amount and percentage the labor cost is at for the selected time period.

Figure x.x – Missing Tips Section

Field	Description
Name	The name of the employee who has a Missing Tip.
Check Number	The Check Number of the Payment with a Missing Tip.
Amount	The Amount of the Check Total with the Missing Tip.

Figure x.x – Retained Tips Section

Field	Description
Retained Tips	If the "Pay tips out" option is set to "Retain tips" then all non cash tips are retained and do not reduce cash.

Figure x.x – Drops Section

Field	Description
Name	The employee the Drop was assigned is displayed.
Amount	The Amount of the Drop is displayed.

Figure x.x – Open Drawer Section

Field	Description

Name	The employee name that opened the drawer longer than the specified "X" number of seconds.
Time	The time the drawer was opened longer than the specified "X" number of seconds.

Figure x.x – Include Cash Payments in Detail Section

The option "Include cash payments in detail" must be on for the cash payments to appear in the Payment Detail Section.

Note: If the report has been configured to print the Inventory Counts and the report is NOT for an employee and it IS for a single day then the Inventory Count Section is included on the report.

Figure x.x – Inventory Section

Field	Description
Item	The name of the Item is displayed.
Beg Qty	The beginning quantity of the Item is displayed.
Add Qty	The quantity added during the shift is displayed.
End Qty	The ending quantity of the Item is displayed.
Qty Used	The quantity used during the shift is displayed. Calculated by Beg Qty plus Add Qty minus End Qty.
Qty Sold	The quantity sold during the shift is displayed.
Over/Short	The quantity Over/Short during the shift is displayed. Calculated by Qty Used minus Qty Sold.

Related Topics (none)

[TOP]

12.3.2 Output

Purpose
The Output Window is used to configure a report's accessibility. The options are the same for all reports.

Accessing the Reports Window
While in Focus Setup, select Reports > Reports > Output.

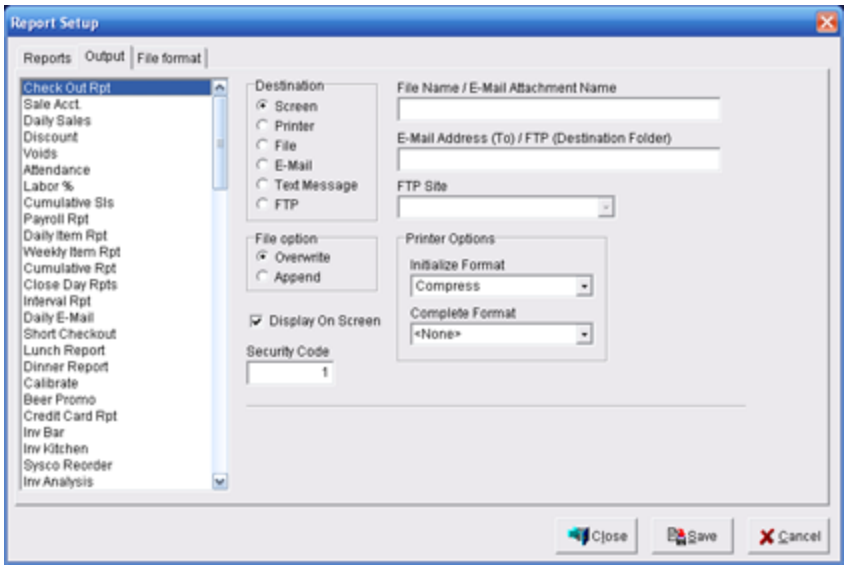


Figure x.x – Output Options

Type	Description	
Destinations	**Screen**	Select if the report will be used for on screen viewing.
	Printer	Select if the report will be printed.
	File	Select if the report will be saved as a file. Enter a File name in the File name text box.
	E-mail	Select if the report will be e-mailed. Note: The File Name filed must be filled in.
	Text Message	Select if the report will be sent as a text message.
	FTP	Select if the report will be sent to a FTP site.
File Option	**Overwrite**	Writes over the file with a brand new file.
	Append	Inputs information to the existing file.
Display on Screen	If this option is on then the report is available on the Report Window if the user has the required security.	
Security Code	Enter the Security Code necessary to run the report. Report Security Codes are configured in Setup > Employee >	
Revenue Center	Select the Revenue Center for which the report will display data. If a Revenue Center is not selected (<None>), the	
File Name / E-mail Attachment Name	Enter the File name for the selected report. If a "%d" is found in the file name then it is replaced by the business d	
E-mail Address (To) / FTP (Destination Folder)	**Enter the recipient of the e-mail. Separate multiple e-mail addresses with a ";". The FTP destination**	
FTP Site	Select the FTP site that the report will be sent.	
Printer Options	**Initialize Format**	Select the desired print format from the list of available formats. Make sure the selected f
	Complete Format	Select the desired print format to complete the end of the check, i.e. Full Cut.

Related Topics
Job Right 'Office – Reports'

[TOP]

12.3.3 File Format

Purpose
The File Format Option on certain report is used to select the fields you wish to export. The File Format option must be set to “Comma Delimited” in the Report Window and the Output Type must be set to “File”.

Procedure to Export a Report
- Set the File Type of the report to “Comma Delimited”.
- Set the Destination of the report to “File”.
- Name the file using the “.csv” extension in the “File Name / E-mail Attachment Name”.
- Select the fields desired to be exported.
- Click Save.

Related Topics (none)

[TOP]

12.4 Tip Pools

Purpose
The Tip Pools Window is used to establish a percentage of sales by Report Group to be used to calculate a Tip Pool for support staff. Typically, this means that when the server closes a shift, the Tip Pool tip-out for designated Jobs such as Busboy, Host/Hostess, Bartenders, etc., will be printed on the Activity Report. Up to 10 different Tip Pools may be established. Tip Pools are optional and are activated individually. All employees with Order Entry responsibilities who are on the clock during the time when a Tip Pool is active are theoretically expected to contribute to the Tip Pool as a proportion of sales.

Accessing the Tip Pools Window
While in Focus Setup, select Reports > Tip Pools.

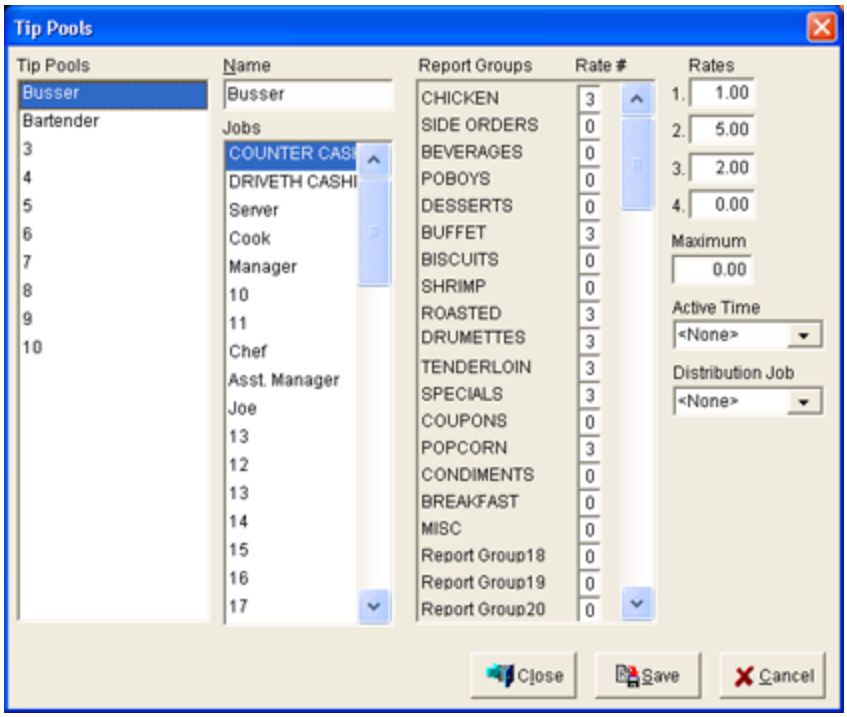


Figure x.x – Tip Pools Fields

Field	Description
Name	A unique name for each Tip Pool. The Name may be up to 15 alphanumeric characters.
Jobs	The Job selected from the list of available Jobs who will contribute to the Tip Pool.
Rate #	The rate number 1, 2, 3, or 4 which applies to the sales for the Report Group for each Job.
Rate %	Enter the percentage that applies to the sales for the Report Group for each Job.
Maximum	The maximum amount which can be paid into a Tip Pool for a shift.
Active time	Select the time range when the Tip Pool is active. If a time range is not selected then the Tip Pool is always active. If within the time range, the Tip Pool is calculated for that clock-in period.
Distribution Job	Select the Job to be used on the Tip Pool Report to determine the employees that are eligible to receive monies paid i

Procedure to Establish Tip Pools

- Prepare a list of Tip Pools and the Jobs that will contribute to the Tip Pool. Verify the Rate % for each Tip Pool and the Rate # to be contributed.
- Enter the name of each Tip Pool.
- Enter the Rate %, 1 to 4, that will be applied to the Tip Pool for each of the four rate categories, in the Rate % text boxes.
- Click on a (contributing) Job to select it.
- Enter the Rate, 1 to 4, for each Report Group in the Rate # text box.
- Enter the Maximum $ amount that will be paid into the Tip Pool by the contributing Job during a period.
- Select the Time Range from the Active Time.
- Click Save.

Related Topics (none)

[TOP]

13. Menu

Purpose
The Menu Options Window is used to design and customize the look and content of Canvases. Up to 250 Canvases can be created and modified in these Windows. The Menu Options Window is the entry point to accessing Canvases, Menu Item, and the Canvas designer.

Accessing the Menu Window
While in Focus Setup, select Menu.

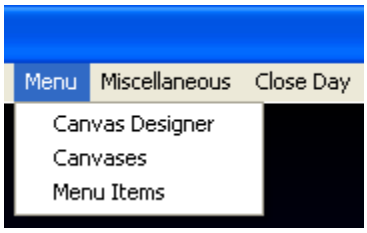


Figure x.x Menu Options

Option	Description
Canvas Designer	Used to create Canvases for use in Focus Order Entry.
Canvases	Used to name the list of Canvases.
Menu Items	Used to access the Menu Item database.

Related Topics (none)

[TOP]

13.1 Canvas Designer

Purpose
The Canvas Designer Window allows the user to customize the look and content of each Canvas. Order Entry Windows are called Canvases because they can be 'painted' in a design specified by the user. A single Canvas may be designed to display a well-defined group of Menu Items such as Appetizers or Entrees or may be devoted to a selection of Modifier, Payment, Discount or Order Type Items. Canvases may also include any combination of Menu Items, Packages, Quantities, Table Types, Images, Payments, Discounts and Order Type Items. Modifier Items should be displayed only on a dedicated Modifier Canvas and should not be included on a Canvas with any other type of Canvas Item.

Canvas Items may be designed in a number of variations, text only, graphic only, or any combination of text and graphic (graphic on the left, on the right, above or below the text). Graphics may also be designed as 'transparencies', meaning that the design is not confined within a Canvas Item frame. Another alternative is available whereby a restaurant's printed menu, or Daily Special 'Table Tent' may be scanned and then divided into a Canvas of 'transparent' Canvas Items.

Each Canvas may be designed 'freehand' with a number of Canvas Items and/or transparencies of the same size or of various sizes. Alternatively, a template may be used to automatically configure a Canvas with multiple rows of identical size Canvas Items. Or the Automatic Canvas may be used.

Restrictions

Before using Canvas Designer, the operator must be certain that all of the appropriate setup options have been established. The following Setup information Canvases, Screen Formats, Payments, Order Types, Discounts, Menu Items and Table Types must be established before completing this procedure. A mouse is used almost exclusively when creating a Canvas but a keyboard may be used to edit information.

Since each Canvas is designed separately, the Canvas Items placed onto a Canvas may vary in type and size but the options, list boxes, and Canvas Items surrounding the workspace remain the same. A configured Canvas Designer Window is shown below.

Accessing the Canvas Designer Window

While in Focus Setup, select Menu > Canvas Designer.

Figure x.x Canvas Designer Fields

Field	Description
Canvas	Lists the Canvases that are configured in Menu > Canvases.
Type	Displays the type of Canvas Item highlighted on the Canvas.
Canvas Item	Displays the Canvas Item number. Each item has a unique item number.
Automatic	If the selected Canvas has "Automatic" displayed in the Canvas area the Canvas cannot be modified.
	Drop down list to select the appropriate Item for the Canvas Item.
	Press the ... button to the right of the Item drop down list to toggle to the appropriate Item Configuration Window.
	The number displayed represents the distance (in pixels) from the top of the Canvas Item to the top of the Canvas frame.
	The number displayed represents the distance (in pixels) from the left side of the Canvas Item to the left of the Canvas frame.
	The number displayed represents the height of the Canvas Item (in pixels).

	The number displayed represents the width of the Canvas Item (in pixels).	
	Select the Screen Format that the Canvas Item will be displayed.	
	Press the button to the right of the Format drop down list to toggle to the Screen Format Window.	
	True	Indicates that the Canvas Item position on the Canvas is locked and cannot be moved.
	False	Indicates that the Canvas Item position is not locked on the Canvas and can be moved.
	you to add a Canvas Item to the Canvas.	
	ws you to Delete a Canvas Item to the Canvas.	
	s you to Copy a Canvas Item to the Windows Clipboard.	
	s you to Paste the previously copied Windows Clipboard Canvas Item onto the Canvas.	
	d to accurately position Canvas Items that have been individually placed onto a Canvas. Multiple Canvas Items are aligned by selecting an 'anchor' Canvas Item and then, while holding down the Shift key, selecting all other Canvas Items to be aligned with the 'anchor'. If the Anchor is de-selected, then no alignment will occur.	
	llows Canvas Item characteristics such as height, width, and spacing for a Canvas template to be defined. The Template function is an easy way to create multiple Canvas Items that are already aligned to be placed on a Canvas.	
	cels the Add function after an item is selected to add but before it is placed on the Canvas.	
	he Canvas Items based on the Canvas Sort settings.	
	the work in progress.	
	the Canvas Designer.	

Figure x.x Right-Click Canvas Designer Options

Option	Description			
Add	**Menu Item**	Used to place a Menu Item or Modifier onto the Canvas.		
	Payment	Used to place a Payment onto the Canvas.		
	Picture	Used to place an Image onto the Canvas.	**Image**	The Image attribute is displayed only if an Image Type has been associated with the Canvas Item or if the Canvas Item selected has a Screen Format of a graphic or graphic and text.
	Label	Used to place a Label onto the Canvas.	**Caption**	The text, up to 50 alphanumeric characters, of a Label type Canvas Item. Labels are descriptive only and are not active items on the Canvas.
	Table	Used to place a Table onto the Canvas that will be used for a Floor Plan Canvas.		

	Order Type	Used to place an Order Type onto the Canvas.			
	Package	Used to place a Package onto the Canvas.			
	Discount	Used to place a Discount onto the Canvas.			
	Quantity	Used to place a Quantity onto the Canvas.	**Quantity**	Enter the number of items that will be ordered.	
	Command	Used to place a Command onto the Canvas.			
	Report	Used to place a Report onto the Canvas.			
Delete	Deletes the highlighted Canvas Item from a Canvas.				
Copy	Copies a Canvas Item to the clipboard.				
Paste	Places copied material from the clipboard onto the open workspace.				
Align	The Align utility is used to accurately position Canvas Items that have been individually placed onto a Canvas. Multiple Canvas Items are aligned by selecting an 'anchor' Canvas Item and then, while holding down the Shift key, selecting all other Canvas Items to be aligned with the 'anchor'. If the Anchor is de-selected, then no alignment will occur.	**Horizontal**	**No Changes**	Will not make any changes to the horizontal alignment.	
			Left Sides	All Canvas Items selected will be aligned with the left edge of the anchor Canvas Item.	
			Centers	All Canvas Items selected will be aligned with the center of the anchor Canvas Item.	
			Right Sides	All Canvas Items selected will be aligned with the right edge of the anchor Canvas Item.	
			Space Equally	The horizontal spaces between all Canvas Items selected will be equal. The left most Canvas Item and the right most Canvas Items will not be moved regardless of the position of the anchor Canvas Item. The selected Canvas Items should all be the same width in order to appear to be spaced evenly.	
		Vertical	**No Change**	Will not make any changes to the vertical alignment	
			Tops	The top edge of all Canvas Items selected will be aligned with the top edge of the anchor Canvas Item.	
			Centers	The centers of all Canvas Items selected will be aligned with the top edge of the anchor Canvas Item.	
			Bottoms	The bottom edge of all Canvas Items selected will be aligned with the bottom edge of the anchor Canvas Item.	
			Space Equally	The vertical spaces between all Canvas Items selected will be equal. The top most Canvas Item and the bottom Canvas Item will not be moved regardless of the position of the anchor Canvas Item. The selected Canvas Items should all be the same height in order to appear to be spaced evenly.	

Template	llows Canvas Item characteristics such as height, width, and spacing for a Canvas template to be defined. The Template function is an easy way to create multiple Canvas Items that are already aligned to be placed on a Canvas.
Sort	Sorts like Canvas Items. Menu Items are sorted based on the Sort Key.
Quit	Exits the Canvas Designer.

Related Topics
Job Right 'Office – Menu'

[TOP]

13.2 Canvases

Purpose
The Canvas Screen is used to name and define the type of Canvases to be used.

Accessing the Canvases Window
While in Focus Setup, select Menu > Canvases.

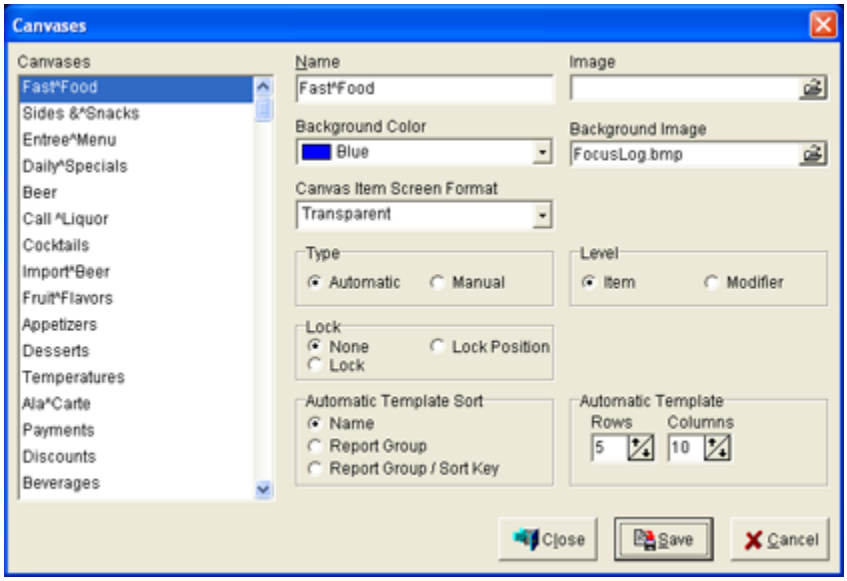


Figure x.x Canvas Fields

Field	Description
Name	A unique name for each Canvas is recommended. Up to 30 alphanumeric characters may be entered. If used as a displayed in up to three lines by including the ^ symbol to indicate a carriage return.
Image	Select the appropriate graphic file from the Image Directory if an image is to be displayed on the Canvas Ribbon.
Background Color	Select the color for the background of the Canvas.
Background Image	Select the image to be used as a background for the Canvas.

Canvas Item Screen Format	The Screen Format that is used for Canvas Items displayed on Automatic Canvases. If a Screen Format is configu	
Type	**Automatic**	Select Automatic if you wish the Menu Items to be placed automatically on a speci able to edit the Canvas in the Canvas Designer.
	Manual	Select Manual if you wish to place the individual Canvas Items on the Canvas.
Lock	**None**	The default method. Canvas Items move freely about the Canvas.
	Lock	Canvas Items cannot be moved or modified.
	Lock Position	Canvas Items cannot be moved but can be modified.
Level	**Item**	The default method. A full Canvas is displayed to add Canvas Items.
	Modifier	Displays the area of the Canvas which is used if the Canvas is a Modifier Canvas. I right of the on-screen check.
Automatic Template Sort	**Name**	If the Canvas type is Automatic then the items on the Canvas are sorted by name.
	Report Group	If the Canvas type is Automatic then Report Group is used to sort the items on the
	Report Group/Sort Key	If the Canvas type is Automatic then the items on the Canvas are sorted by Repor
Automatic Template	**Rows**	The number of rows of buttons that will be displayed on Automatic Canvases.
	Columns	The number of columns that will be displayed on Automatic Canvases.

Procedure to Establish Canvases

- Prepare a list of Canvases and determine witch Canvases will be Automatic or Manual.
- Enter the name of each Canvas in a separate Name text box.
- Assign the appropriate options to the Canvas.
- Click Save.

Related Topics
Job Right 'Office – Menu'

[TOP]

13.3 Menu Items

Purpose
The Menu Items Window is used to establish and maintain the elements, options, and attributes needed to describe a Menu Item or Modifier. A Menu Item may also be a Modifier.

The Menu Items Window contains a list of available Menu Items and Modifiers previously established. Menu Item names can be added and deleted from this list. The list is sorted by Menu Name and is case sensitive (lower case items being listed last). Menu Names starting with spaces, symbols or numeric characters are listed first. With the focus on the items list, a specific item may be accessed by typing the first few characters of the name. A second item can be found in the same way after the focus is moved off/of the first item.

Restrictions
Before a Menu Item can be successfully created, Screen Formats, Printer Formats, Printer Groups, Price Levels, Tare Weights, Taxes and Report Groups must be established.

Accessing the Menu Items Window
While in Focus Setup, select Menu > Menu Items.

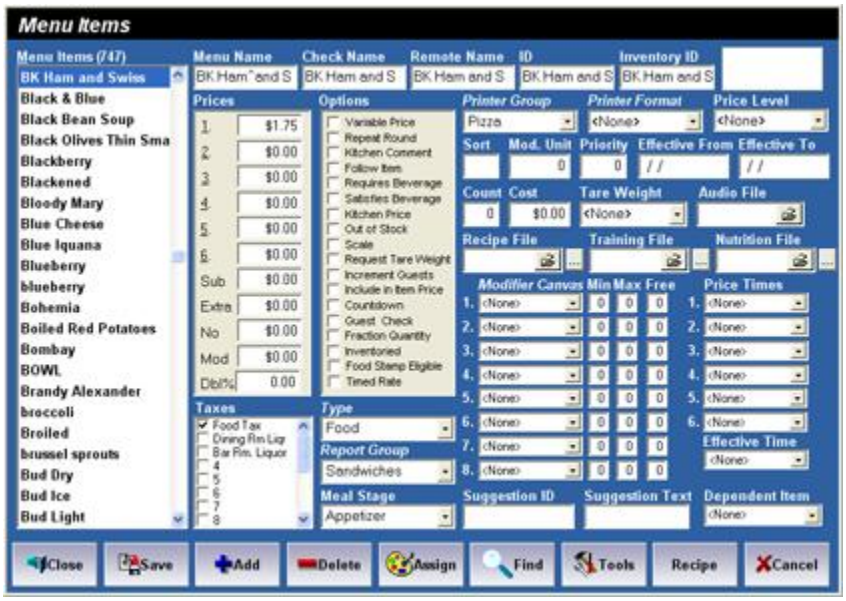


Figure x.x Menu Item Fields

Field	Description
Menu Name	A unique name (1-30 characters) of the Menu Item to be displayed on the Canvas. Menu Name sort is case sensitive and may be displayed in up to 3 lines of automatically centered text. Insert the symbol ^ to indicate a carriage return. Example: T-BONE^STEAK is displayed as: T-BONE STEAK
Check Name	A name (1-23 characters) that appears on the guest check and related reports for the selected Menu Item. This field defaults to the first 23 characters of the Menu Name field when a new menu item is added.
Remote Name	A name (1-17 characters) that appears on the remote printer chit. This field defaults to the first 17 characters of the Menu Name field when a new Menu Item is added.
ID	A unique ID name (1-25 characters) associated with the Menu Item if a scanner or the ID Lookup command is used in Focus Order Entry. The name may be alphanumeric or can be entered via a bar code reader. This field defaults to the Menu Name field when a menu item is added and is not case sensitive.
Inventory ID	A second user defined ID field (1-25 characters). This field defaults to the Menu Name field when a Menu Item is added. Used to interface to external inventory software.
Image	An image that is to display with this Menu Item.
Prices 1 – 6	Up to six Prices (maximum 9999.99) may be entered for each Menu Item. Prices may be activated by day and by time for each Menu. Alternatively the Prices may also be defined as Price Levels.
Sub	This price is charged if the modifier is substituted for another modifier.
Extra	This price is charged when an extra portion of a modifier is ordered.
No	This price is charged when a modifier is removed from an order.
Mod	This price is charged when a modifier is ordered.

Dbl%	The rate to charge a Modifier according to the price the Menu Item was entered. For example, if 1 (100%) is entered into the Dbl% field and the menu item was $5.00, the Dbl% will also be $5.00.	
Options	**Variable Price**	The user is prompted for the price of the item.
	Repeat Round	The item will automatically be highlighted so that when the check is recalled selecting the Repeat Command can easily reorder it.
	Kitchen Comment	The user is prompted for a comment when the item is ordered.
	Follow Item	The modifier will follow the item that it modifies to the Remote Printer.
	Requires Beverage	The item increments the Required Beverage total.
	Satisfies Beverage	The item decrements the Required Beverage total.
	Kitchen Price	The price is printed on the remote check.
	Out of Stock	Item is placed in "Out of Stock" status when this option is selected and cannot be ordered.
	Scale	This option indicates that the Menu Item is scaleable and an automatic scale is provided. The weight of the item will be received into the quantity field via an RS232 scale interface when the item is ordered.
	Request Tare Weight	The user is prompted for a tare weight when the item is ordered.
	Increment Guests	The number of guests is incremented when the Menu Item is ordered.
	Include in Item Price	The price of the modifier is included in the item's price on the guest check.
	Countdown	The number of items in stock is displayed on the Canvas Item. This option is used in conjunction with the quantity entered in the "Count" field. When selected, the quantity available will be decremented dynamically, at each workstation, each time the associated Menu Item is ordered.
	Guest Check	The Modifier is printed on the guest check if this option is selected. See also the "Include in item price" option described above.
	Fraction Quantity	This option allows the operator to enter a decimal quantity or the weight of a scale item when an automatic scale is not provided.
	Inventoried	This item will appear on inventory reports and will be appear in the recipe list so that recipe can be created for the item.
	Food Stamp Eligible	Specifies if a Menu Item is to be eligible for Food Stamps.
	Time Rate	Compute the charge for the item based on an hourly rate.
Printer Group	Determines which Printer Group the Menu Item will be printed.	
Printer Format	Determines how the Menu Item is printed on the remote chit.	
Price Level	This option allows the user to select a Price Level when ordering a Menu Item. When a Price Level is selected the price of any associated Modifiers default to the same level Price as that of the main item unless Sub, Extra, or No are manually selected.	

Sort	A 1-2 character sort code for the item to be used when the Item Count reports are to be sorted by the Sort Key. Examples: DO = Domestic B = Beef IM = Imported C = Chicken
Mod. Unit	If the Menu Item is a Modifier, enter the number of Units, up to 99, that count toward the Modifier Canvas Min/Max Unit requirements. For example, a choice of 3 pizza toppings may be allowed, but sausage counts as 2. In order entry, the "No" prefix to a modifier causes the Mod. Unit not to be incremented.
Priority	Enter the priority, 1 through 9, that Menu Items will be sorted at the remote printer. Menu Items with priority 1 are printed before items with priority 2. Menu Items with priority 0 are printed after those with priority 9.
Effective From, Effective To	The first through last date that a Menu Item can be ordered from the Menu. The Menu Item is always available if a date is not specified. If a date is specified, the Effective To date must always be greater than the Effective From date and the current date.
Count	Enter the quantity of items on hand (max. 999) that will display on the Menu Item on the Canvas. If the option "Countdown" is selected, the quantity will be decremented in real time each time the item is ordered. At zero, the item will be automatically marked as out of stock. The option Out of Stock will also be set. When the Count is changed to a positive number the Out of Stock status must be removed.
Cost	The theoretical cost of the item, up to $999.99, that could be used to calculate the gross profit margin on the Daily and Weekly Item Count Reports.
Tare Weight	If the options Scale and Request Tare are active, select the appropriate Tare from the drop-down list. If none is selected, the operator will be prompted to select from the Tare list in Focus Order Entry.
Audio File	Select the audio file that plays after the Menu Item is selected.
Recipe File	Select the file that contains recipe information about the Menu Item.
Training File	Select the file that contains training information about the Menu Item.
Nutrition File	Select the file that contains nutrition information about the Menu Item.
Modifier Canvas 1-6	The name of the Canvas that is displayed when a Menu Item is ordered. Up to 8 modifier canvases may be selected per Menu Item.
Min	Enter the minimum number of modifier choices that must be made from the Modifier Canvas selected.
Max	Enter the maximum combined unit requirement of Modifiers to be allowed. **Note:** Minimum must be less than or equal to the Maximum. If Minimum of zero is entered, the selection of any modifiers is optional. If both Minimum and Maximum are zero, the selection of any Modifiers is optional via the Modify Command. Both forced and optional Modifier Canvases can be configured for a Menu Item.
Free	Enter the number of modifiers that can be entered before a price is attached to it.
Price Times 1-6	Select the Time Range to apply to the Menu Item for Prices. If no Price is programmed for the Price Time selected, the price will default to Price 1. If no Time Range is configured for the time when the Menu Item is ordered, the Price will default to Price 1. Price Times established for Menu Items override the Price Times configured for a Menu.
Taxes	Select the Taxes that apply to the Menu Item that will be valid at all Locations. If a Tax is active at the Location where the Menu Item was sold the tax be charged.
Type	Select a type: Food, Bar, or Other for the Menu Item. Totals for each type are posted to a PMS or Account and may be configured to print on the guest check.
Report Group	Select the Report Group that the Menu Item is associated.
Meal Stage	Select the Meal Stage that corresponds with the Menu Item. The Meal Stage is used in conjunction with the Table Stages.

Suggestion ID	Enter the ID of the Menu Item that will be suggested on screen if the Menu Item is out of stock when the order is placed.
Suggestion Text	Enter the Suggestion Text to display when the Menu Item is out of stock. Up to 80 characters may be entered including all punctuation and end of text spaces.
Dependent Item	A Menu Item that must be entered if another Menu Item is ordered.

Figure x.x – Menu Item Commands

Command	Description
Close	Closes and exits the Menu Items Window and saves changes.
Save	Saves the changes in the Menu Items Window without closing the dialog box.
Add	Allows a new Menu Item to be added to the Items list. The new Menu Item defaults all of the fields to those of the focus Me ID, and Inventory ID. **Note:** Click Save to save the new Menu Items and exit the Add mode. To exit the Add mode without s
Delete	Deletes the highlighted Menu Item from the Items list. A message prompts the operator to confirm the deletion.
Assign	Assigns the Menu Item as a Canvas Item to the selected Automatic Canvases.
Find	Display the Menu Item Filter Window.
Tools	Display the Tools Window that has the Print, Quick Set, Import, Export and Close commands.
Recipe	Displays the Recipe Window for a Menu Item.
Cancel	Click Cancel to discard all changes to the current session since the last save.

Procedure to Add Menu Items

- Click the Add button to create the first Menu Item.
- Unless this is the very first item to be created, the Add function initializes the Menu name, Check name, Remote name, ID, and Inventory ID text boxes. All remaining fields will default to the data of the menu item in focus.
- Enter the appropriate options for the Menu Item.
- Click Save.

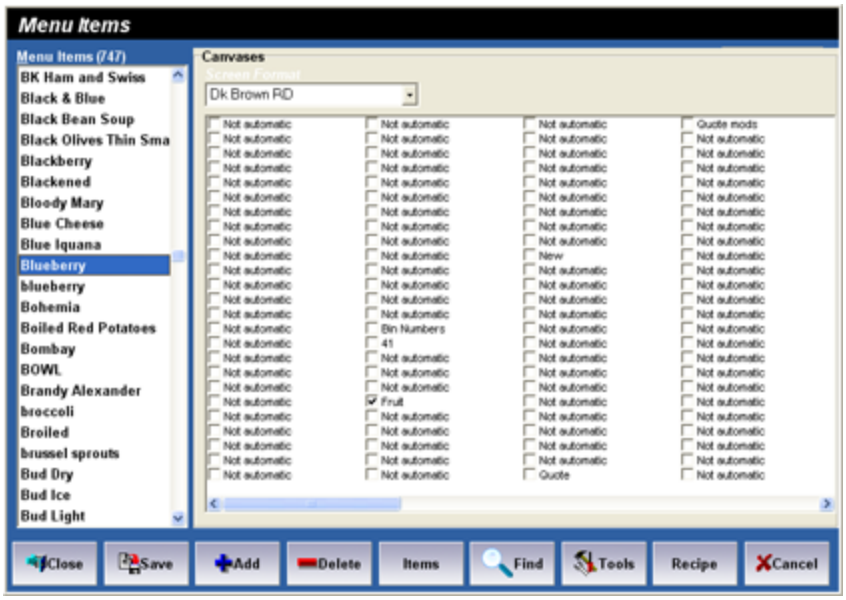
Related Topics
Job Right 'Office – Menu'

[TOP]

13.3.1 Assign

Purpose
The Assign Menu Items Window allows you to place Menu Items onto Automatic Canvases.

Accessing the Assign Window
While in Focus Setup, select Menu > Menu Items > Assign.



Procedure to Assign Menu Items

- Highlight the Menu Item and then select the Automatic Canvas to assign it to.

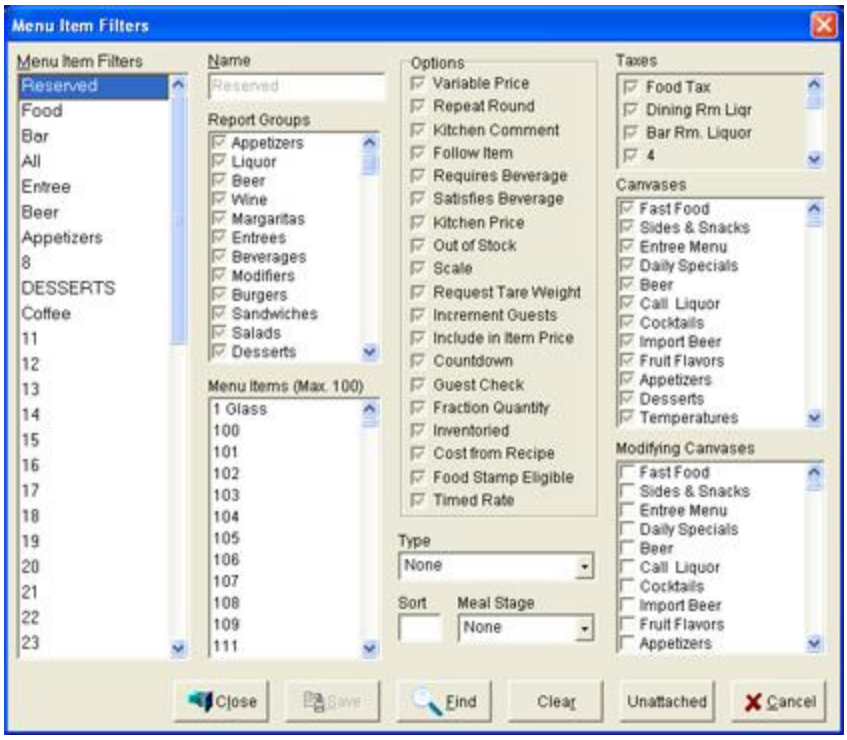
Related Topics
Job Right 'Office – Menu'

[TOP]

13.3.2 Find

Purpose
The Menu Item Filters Window allows you to filter the Menu Items based on the criteria you are looking for.

Accessing the Menu Item Filters Window
While in Focus Setup, select Menu > Menu Items > Find.



Procedure to Find Menu Items

- Select the options the Menu Item has and click on the Find button.

Related Topics

Job Right 'Office – Menu'

[TOP]

13.3.3 Tools

Purpose

The Menu Item Functions Window allow you to Print, Quick Set, Import and Export Menu Items.

Accessing the Menu Item Functions Options

While in Focus Setup, select Menu > Menu Items > Tools and then select the option you wish to use.

Related Topics
Job Right 'Office – Menu'

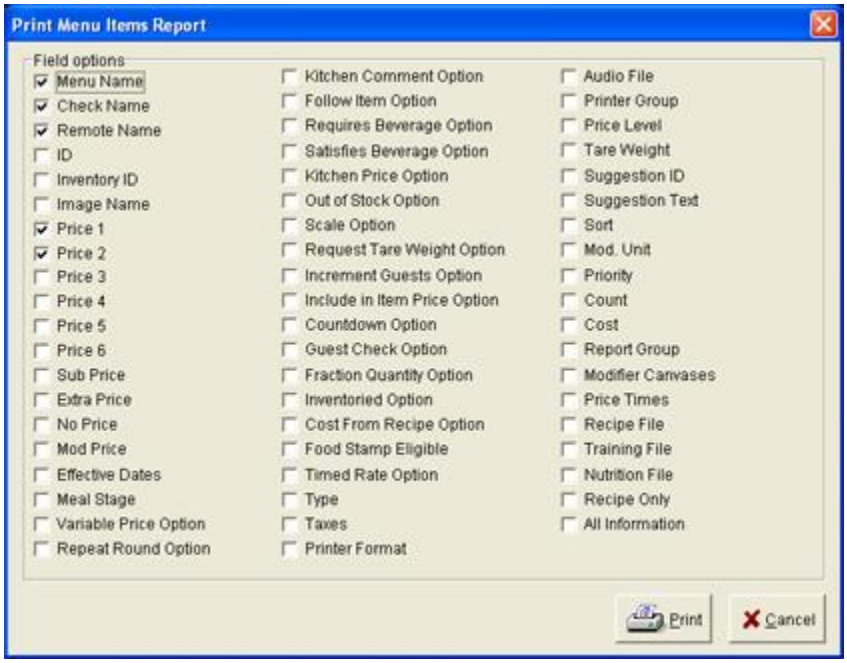
[TOP]

13.3.3.1 Print

Purpose
The Print Menu Items Report Window allows you to print a list of Menu Items and its accompanying options.

The example below will print only the Menu Name, Check Name, Remote Name, Price 1 and Price 2.

Accessing the Print Menu Items Report Window
While in Focus Setup, select Menu > Menu Items > Tools > Print.



Procedure to Print Menu Items

- Select the fields you wish to print. **Note:** If the Recipe Only option is turned on then the Recipe for each Menu Item that has a defined Recipe is printed.
- Click Print.

Related Topics
Job Right 'Office – Menu'

[TOP]

13.3.3.2 Quick Set

Purpose
The Quick Set Window allows you to set multiple configuration files to multiple Menu Items at once.

Accessing the Quick Set Window
While in Focus Setup, select Menu > Menu Items > Tools > Quick Set.

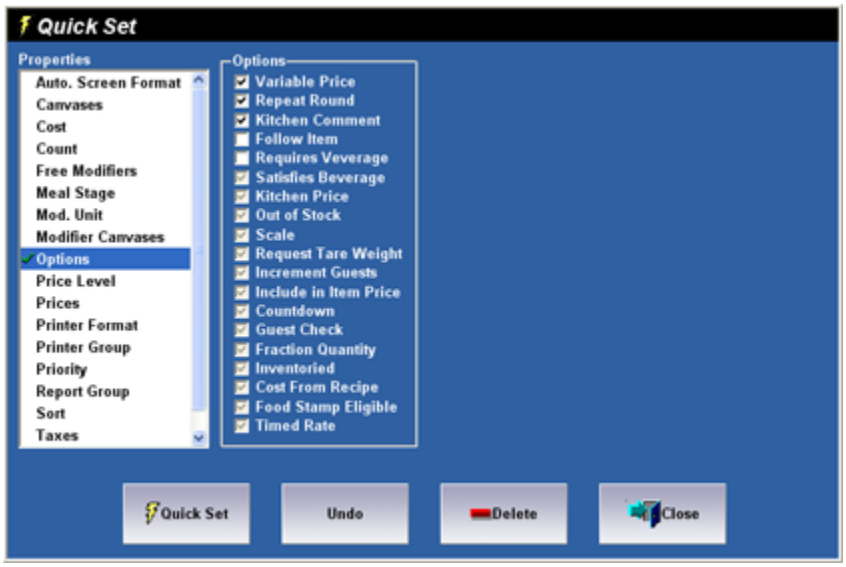


Figure x.x Quick Set Options

Option	Description		
Auto Screen Format	Select the Screen Format you wish to Quick Set the Menu Items.		
Canvases	Menu Items can be automatically Assigned to Automatic Canvases.		
Cost	The Cost of Menu Items may be Quick Set.		
Count	The Count of Menu Items may be Quick Set.		
Free Modifiers	Allows the Free Modifiers field to be set for all Modifier Canvases.		
Meal Stage	The Meal Stage may be Quick Set.		
Mod. Unit	The Mod Unit of Menu Items may be Quick Set.		
Modifier	The Modifier	**Min**	The Min amount may also be Quick Set.

Canvases	Canvases of Menu Items may be Quick Set.	**Max**	The Max amount may also be Quick Set.
		Free	The Free amount may also be Quick Set.
Options	The Options may be Quick Set.		
Price Levels	The Price Levels may be Quick Set.		
Prices	Prices 1-6 may be Quick Set. The Sub, Extra, No, Mod and Dbl% may also be Quick Set. Price Times are also set with this option.	**Fixed**	Set any of the Prices to a fixed amount.
		Fixed Adjust	The Price of the item is adjusted by the entered amount. A negative amount may be entered to decrease the Price of the item. If the result is less than zero then it is set to zero except for Sub, Mod, and no Price.
		% Adjust	The Price of the item is adjusted by the entered percentage. A negative % may be entered to decrease the Price of the item. For example, to increase Price one by 10% enter 10.00 for price one.
Printer Format	The Printer Format of Menu Items may be Quick Set.		
Printer Group	The Printer Group for Menu Items may be Quick Set.		
Priority	The Priority for Menu Items may be Quick Set.		
Report Group	The Report Group for Menu Items may be Quick Set.		
Sort	The Sort key for Menu Items may be Quick Set.		
Taxes	The Taxes for Menu Items may be Quick Set.		
Type	The Type of Menu Items may be Quick Set.		

Figure x.x Quick Set Commands

Command	Description
Quick Set	Commits changes set in the Quick Set Window.
Undo	To undo any changes made by the last Quick Set click Undo. Undo may be used multiple times in succession to reverse multiple Quick Sets. Once the office software is exited and restarted any changes made by Quick Set cannot be undone.
Delete	The Delete function allows multiple items to be deleted simultaneously.
Close	Closes the Quick Set Window.

Procedure to Quick Set Menu Items

- Find the Menu Items you wish to Quick Set.
- Select the options you wish to Quick Set.
- Click Quick Set.

Related Topics

Job Right 'Office – Menu'
Menu Items > Find

[TOP]

13.3.3.3 Import

Purpose
The Import Window allows you to import Menu Items into the database.

Accessing the Import Window
While in Focus Setup, select Menu > Menu Items > Tools > Import.

Procedure to Import Menu Items

- Select the File Name used for the import.
- Click OK.

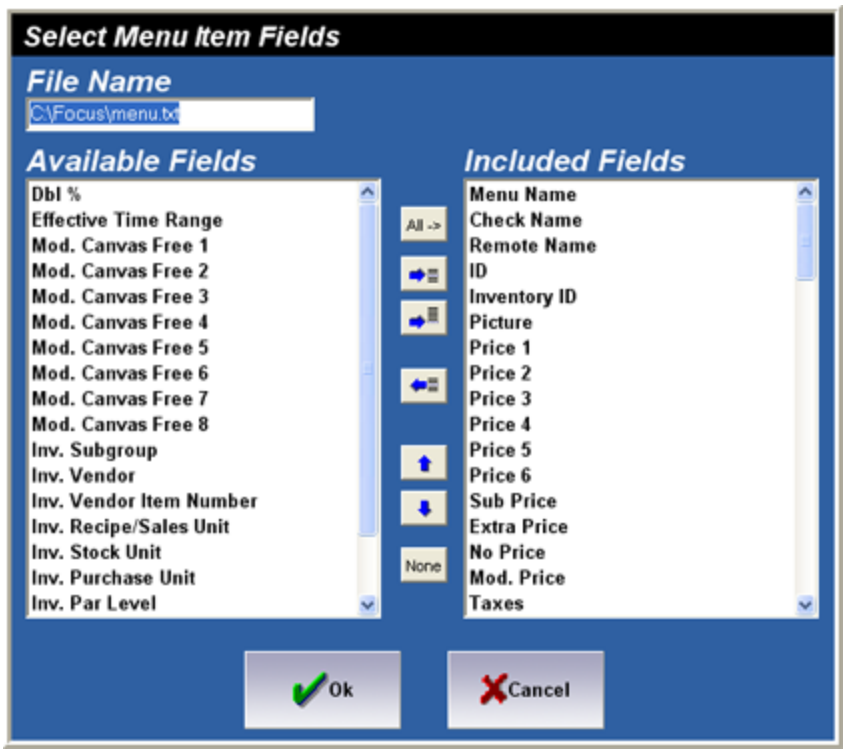
Related Topics
Job Right 'Office – Menu'

[TOP]

13.3.3.4 Export

Purpose
The Select Menu Item Fields Window is used to import or export various information from the Menu Item database. Items that appear in the Included Fields section will be exported in the order they are listed.

Accessing the Export Menu Item Fields
While in Focus Setup, select Menu > Menu Items > Tools > Export.



The commands down the center of the screen are used to move items over to the Included Fields section.

Figure x.x Menu Item Export Commands

Field	Description
All ->	Moves all available fields over to the Included fields section.
	Moves the selected item in Available Fields to the space selected in the Included Fields section.
	Moves the selected item in Available Fields to the bottom of the list in the Included Fields section.
	Moves the selected item in Included Fields back to the list in Available Fields.
	Moves the selected item in Included Fields up the list.
	Moves the selected item in Included Fields down the list.
None	Moves all items in Included Fields back to the Available Fields section.

The "File Name" field is the location the imported file resides.

Options Available to Export
Menu Name
Check Name
Remote Name
ID
Inventory ID
Picture

Price 1
Price 2
Price 3
Price 4
Price 5
Price 6
Sub Price
Extra Price
No Price
Mod Price
Taxes 1-6
Variable Price
Repeat Round
Kitchen Comment
Follow Item
Requires Beverage
Satisfies Beverage
Kitchen Price
Out of Stock
Scale
Request Tare Weight
Increment Guests
Include in Item Price
Countdown
Fraction Quantity
Inventoried
Cost from Recipe
Timed Rate
Type
Report Group
Meal Stage
Printer Group
Printer Format
Price Level
Sort
Modifier Unit
Priority
Effective Start Date
Effective End Date
Count
Cost
Tare Weight
Audio File
Recipe File
Training File
Nutrition File
Modifier Canvas 1-8
Modifier Canvas Min 1-8
Modifier Canvas Max 1-8
Modifier Canvas Free 1-8
Price Time 1-6
Suggestion ID
Suggestion Text
Automatic Canvases

Related Topics
Job Right 'Office – Menu'

[TOP]

13.3.4 Recipe

Purpose

The Menu Items Recipe Window is used to calculate the ingredients for a particular Menu Item. The Cost of the Menu Item is calculated from the Recipe and displayed at the bottom right of the Window.

Accessing the Recipe Window
While in Focus Setup, select Menu > Menu Items > Recipe.

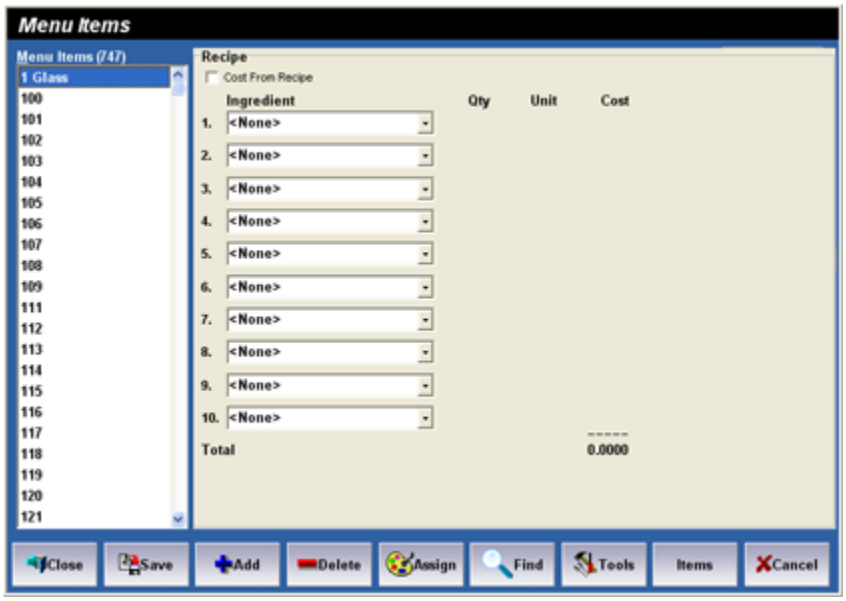


Figure x.x Recipe Fields

Field	Description
Cost from Recipe	Select this option if the cost of the Menu Item is to be derived from the Recipe.
Ingredients	Select the Inventory Items that will be used in the Recipe. The Units and Cost fields are the same as the ones configured in Inventory Items.
Qty	Enter the Quantity of the Ingredients to be used.
Unit	The Unit of the Ingredient.
Cost	The extended Cost of the Ingredient.

Note: To exit the Recipe Window, click Items.

Related Topics
Job Right 'Office – Menu'

[TOP]

14. Miscellaneous

Purpose
The Miscellaneous Option Windows are used throughout **Focus** program.

Accessing the Miscellaneous Menu
While in Focus Setup, select Miscellaneous.

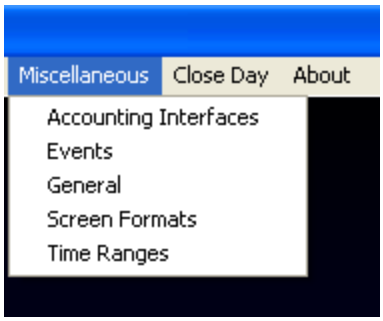


Figure x.x Miscellaneous Options

Option	Description
Accounting Interfaces	Used to configure the Accounting Interface export option.
Events	Used to configure timed Events.
General	Used to configure general, system-wide configuration settings.
Screen Formats	Used to configure the look of Screen Formats.
Time Ranges	Used to configure Time Ranges for various operations.

Related Topics (none)

[TOP]

14.1 Accounting Interface

Purpose
The Accounting Interface Window is used to export your daily sales information for use with importing to QuickBooks, ACCPAC or compatible accounting programs.

Accessing the Accounting Interfaces Window
While in Focus Setup, select Miscellaneous > Accounting Interfaces.

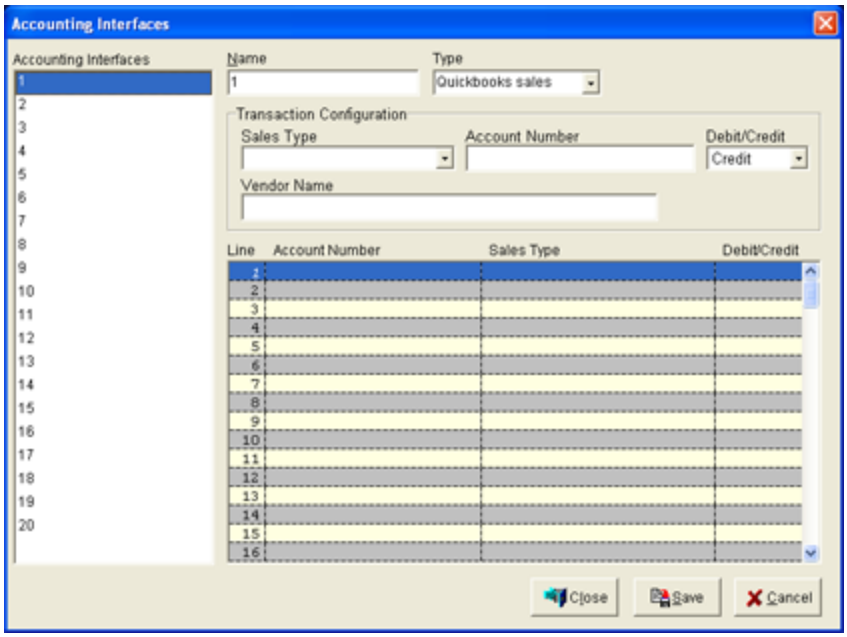


Figure x.x Accounting Interfaces Fields

Field	Description
Name	Enter the name which describes the interface (i.e. QuickBooks GL).
Type	Select the type of the interface (QuickBooks or ACCPAC sales).
Sales Type	Select the sales figure to export to the accounting system. (Report group sales, Report group sales discounts, Net cash, Payments, Order type charges, Taxes, Discounts, Paid outs, Paid ins, Gift cards, Retained tips, Tip fee, Refunds, Over/short or Deposits)
Account Number	Enter the Account Number in the accounting system associated with the Sales Type selected.
Debit/Credit	Select whether the sales figure should be posted as a Debit or a Credit.
Vendor Name	Enter the Vendor Name configured in the accounting system to be associated with the post. A Vendor Name is only necessary for transactions that require it in the accounting system (i.e., posting sales tax payable).

Related Topics (none)

[TOP]

14.2 Events

Purpose
The Events Window is used to automatically run selected reports. Promotion reports will be displayed on the Blackboards. Close Day reports can be configured to be printed at a selected time.

Accessing the Events Window

While in Focus Setup, select Miscellaneous > Events.

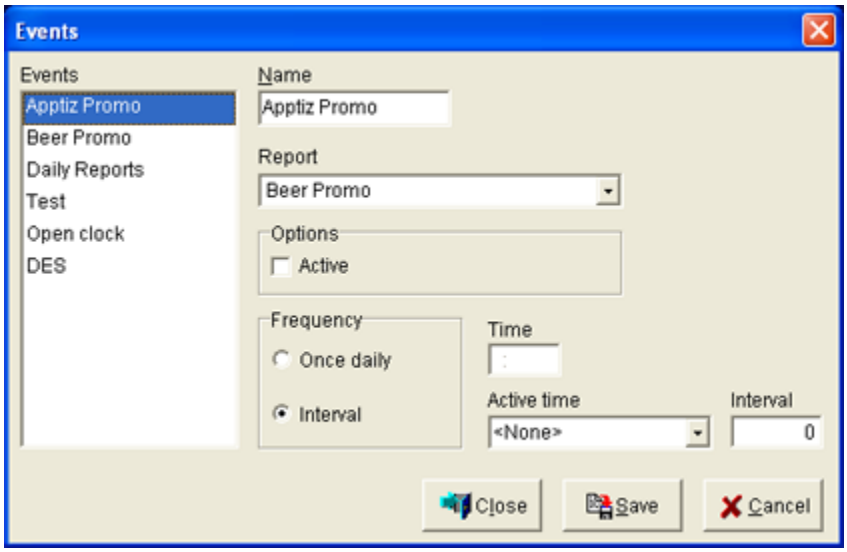


Figure x.x Events Fields

Field	Description	
Name	Enter a name for each Event. The Name may be up to 15 alphanumeric characters.	
Report	Select the report that will be used for the Event.	
Active	Select if the Event is to be used.	
Frequency	**Once daily**	Select if the Event is only to occur once a day.
	Interval	Select if the Event is to occur multiple times a day.
Time	If once a day is selected, enter the time that the Event is to occur.	
Active Time	If interval is selected, select the Time Range that the Event is to occur.	
Interval	Enter the time in minutes that the Event is to update is information. Promotions display on all of the Stations that the Display Event Blackboards option is active. The Interval is the time that the promotions will be updated.	

Procedure to Establish Events

- Prepare a list of Events.
- Enter the name of each Event.
- Select the report that will be used for each Event.
- Select if the Event is to be Active.
- Select the Interval that the event is to occur.
- Select the Time or Interval and Active Time.
- Click Save.

Related Topics (none)

[TOP]

14.3 General

Purpose
The General Window is used to establish a variety of global parameters or options for the establishment The options set here are global settings.

Accessing the General Window
While in Focus Setup, select Miscellaneous > General.

Figure x.x General Options

Field	Description
General	The General Window is used to establish a variety of global parameters or options for the establishment.
Screen Layout	The Screen Layout Window is used to configure how the Focus Order Entry Window is displayed.
Screen Layout (Commands)	The Screen Layout (Commands) Window is used to control other commands in the Focus Order Entry Window.
Timekeeping	The Timekeeping Window is used to configure payroll options and related settings.
Restaurant	The Restaurant Window is used to name the establishment and provide additional e-mail and ftp options.
Credit Card/PMS/Gift Card	The Credit Card/PMS/Gift Card Window is used to configure the credit card, PMS and gift card setup. Use these
Customer	The Customer Window is used to configure various customer account options.
Loyalty Receipt	The customer's receipt is configured in the Loyalty Receipt Window.

Related Topics
Job Right 'Office – General'

[TOP]

14.3.1 General

Purpose
The General Window is used to establish a variety of global parameters or options for the establishment.

Accessing the General Window
While in Focus Setup, select Miscellaneous > General.

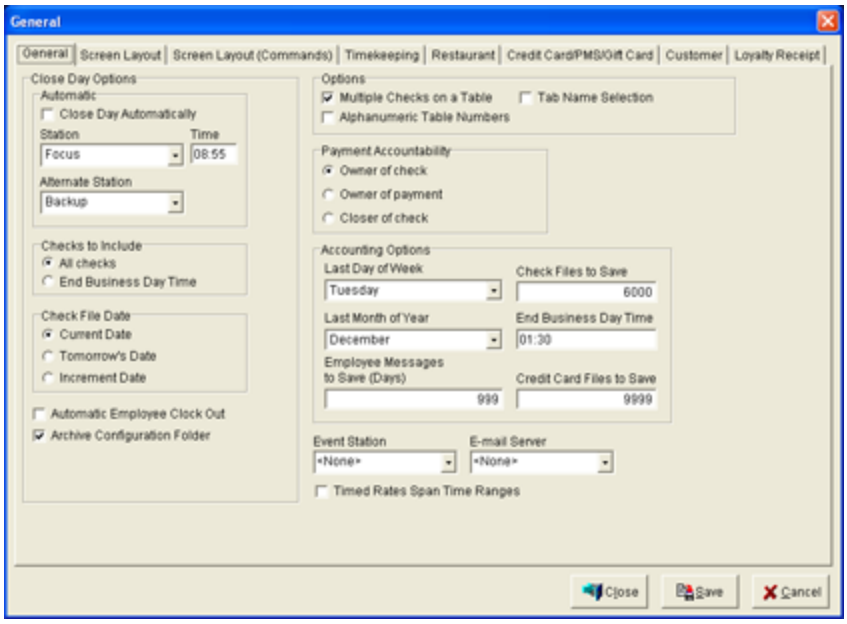


Figure x.x General Fields

Field	Description	
Close Day Options	**Close Day Automatically**	Select this option to automate the Close Day process.
	Station	Select the primary Close Day Station. This option is only valid if the C
	Alternate Station	Select the Alternate Close Day Station. This option is only valid if the
	Time	Select the time of day to start the Close Day process. This option is o
Checks to Include	**All Checks**	Select this option if all checks are to be included in the Close Day rep
	End Business Day Time	Select this option if only checks opened before the end of Business Ti their associated items will be moved into the next day's business whe onwards.
Check File Date	**Current Date**	Select this option if the Current Date is to be used. This option is mos
	Tomorrow's Date	Select this option if Tomorrow's Date is to be used. This option is mo
	Increment Date	Select this option if the date of the new check file should be one day most appropriate in an environment where manual Close Day may be
Automatic Employee Clock Out	Select this option if the all of the employees are to be clocked out at the Close Day.	
Archive Configuration Folder	Select this option to automatically backup the configuration files and store them in the check file folder for t	
Options	**Multiple Checks on a Table**	Select if multiple checks are allowed on the same table. When selecte
	Alphanumeric Table Numbers	Select if Alphanumeric Table Numbers are allowed. Alpha keys are pr affects all locations and revenue centers.
	Tab Name Selection	Select if the Tab Name Window will be used and a list of saved name enter new names.
Payment Accountability	**Owner of Check**	Select this option in a server-banking environment to prevent respons opened to make an adjustment.

	Closer of Check	Select this option in an environment where staff other than the opene real cash accountability is required.
	Owner of Payment	Select this option in a single or multiple cashier environments where
Accounting Options	**Last Day of Week**	The selected day determines the default day range for the Weekly Ite Report. This selection is critical when Scheduling is used.
	Last Month of Year	The selected month determines the default date range for the Cumul
	Employee Messages to Save (Days)	Input the number of days to save Employee Message Files.
	Check Files to Save	Enter the number of Check Files (days) to save. If this number is set
	End Business Day Time	Enter the time the Business Day will end. The listed time indicates the opened before this time are included on that day's business. After-mi day.
	Credit Card Files to Save	Enter the number of Credit Card summary files to save. Recommende
Event Station	Select the Station that will serve as the Event Station. If the selection is set to <None> then Events will no	
E-mail Server	Select the Station that will serve as the E-mail Station. If the selection is set to <None> then e-mails will n	
Timed Rates Span Time Ranges	Select this option if a Timed Rate Menu Item spans multiple Time Ranges. The Price of the Menu Item is d	

Related Topics
Job Right 'Office – General'

[TOP]

14.3.2 Screen Layout

Purpose
The Screen Layout Window is used to configure how the Focus Order Entry Window is displayed.

Accessing the Screen Layout Window
While in Focus Setup, select Miscellaneous > General > Screen Layout.

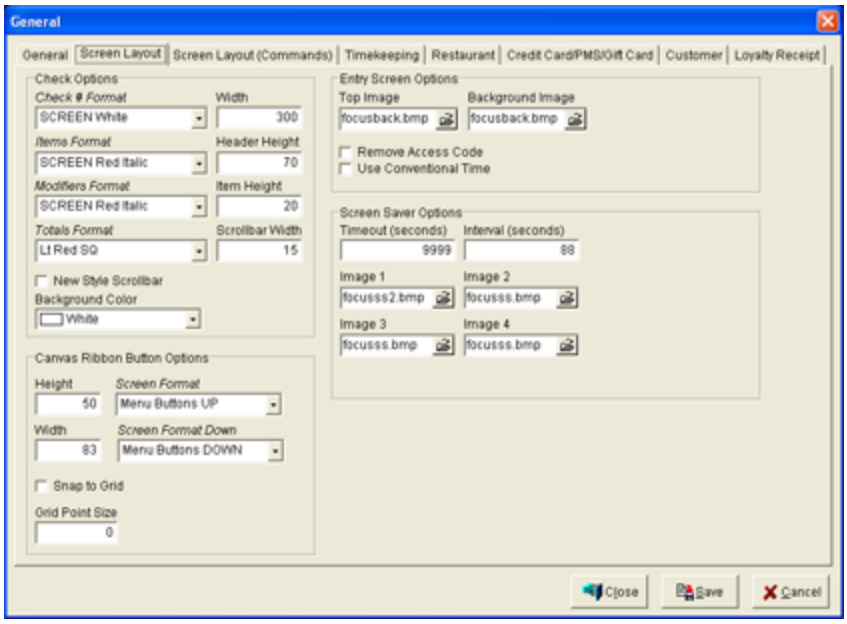


Figure x.x Screen Layout Fields

Field	Description	
Check Options	**Check # Format**	Select the Screen Format used to display the Check Number.
	Items Format	Select the Screen Format used to display the Items ordered.
	Modifiers Format	Select the Screen Format used to display the Modifiers ordered.
	Totals Format	Select the Screen Format used to display the Balance Due.
	New Style Scroll Bar	Select this option to use an alternative style scroll bar for the Check.
	Background Color	Select the color for the background of the Check.
	Width	Enter the number of pixels that the width of the Check box will be.
	Header Height	Enter the number of pixels that the height of the Check header will be.
	Item Height	Enter the number of pixels the height of the Items on the Check will be. **Note:** The text size is not changed here. The larger the height, the easier it is to touch with a finger.
	Scrollbar Width	Enter the number of pixels that the width of the scroll bar will be.
Canvas Ribbon Button Options	**Height**	Enter the number of pixels for the height of the Canvas Ribbon buttons. Set to 0 if not using the Canvas Ribbon.
	Width	Enter the number of pixels for the width of the Canvas Ribbon buttons.
	Screen Format	Select the Screen Format used to display Canvas Ribbon Buttons.
	Screen Format Down	Select the Screen Formats used to display Canvas Ribbon buttons when the button is depressed.
	Snap to Grid	This option is to be used with the Canvas Designer. Canvas Items will automatically align the top left to a predetermined point on the Canvas making

		them line up easier.
	Grid Point Size	The size of the grid to be used with the Snap to Grid option.
Entry Screen Options	**Top Image**	Select an image to be displayed on the top bar of the Focus Order Entry Screen.
	Background Image	Select an image to be displayed as the background image of the Focus Order Entry Screen.
	Remove Access Code	Select this option to remove the Number Pad from the Focus Order Entry Screen. **Note:** Selecting this option requires ALL employees to use swipe cards or fingerprint access.
	Use Conventional Time	Select this option to display the time on the Focus Order Entry Screen to a 12 hour format.
Screen Saver Options	**Timeout (Seconds)**	Enter the number of seconds before displaying the Screen Saver Image.
	Interval (Seconds)	Enter the number of seconds before changing the Screen Saver Image.
	Image 1 – 4	Select an image for the Screen Saver.

Related Topics
Job Right 'Office – General'

[TOP]

14.3.3 Screen Layout (Commands)

Purpose
The Screen Layout (Commands) Window is used to control other commands in the Focus Order Entry Widnow.

Accessing the Screen Layout (Commands) Window
While in Focus Setup, select Miscellaneous > General > Screen Layout (Commands).

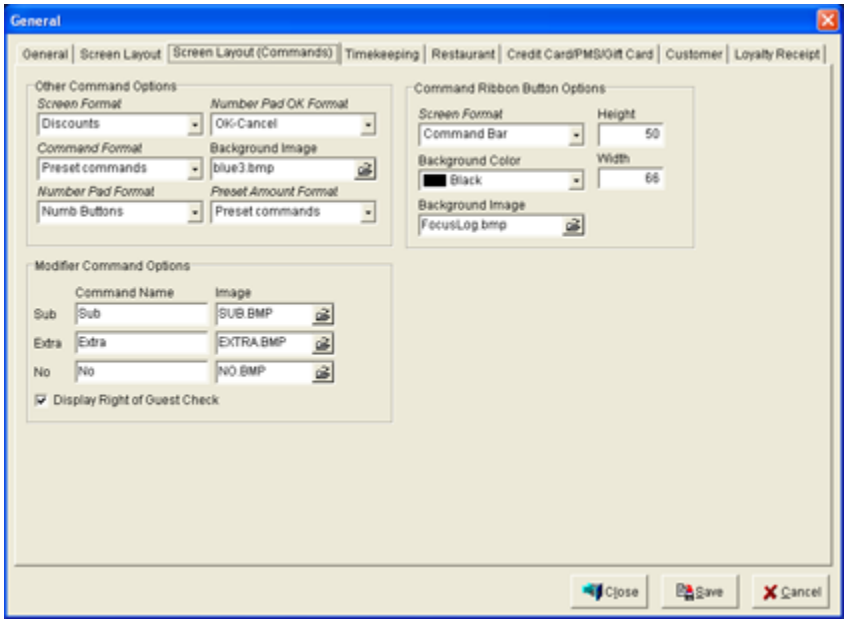


Figure x.x Screen Layouts (Commands) Fields

Field	Description	
Other Commands Options	**Screen Format**	Select the Screen Format used for buttons that are displayed on fixed windows where the user must make a choice (for example, Select Gratuities, Order Types, etc.)
	Command Format	Select the Screen Format used on commands that are displayed on windows (i.e., the Remove Command on the Select Gratuity Window).
	Number Pad Format	Select the Screen Format used to draw the number buttons on windows with number pads.
	Number Pad OK Format	Select the Screen Format used to drawer the Command Buttons on a Number Pad (i.e., OK, Cancel).
	Background Image	Select the Background Image that is displayed on the background of other windows.
	Preset Amount Format	Select the Screen Format used to draw the preset buttons on windows (i.e., preset guest buttons, preset quantity buttons).
Modifier Command Options	**Sub**	Enter an alternate descriptor for the Sub Command. Select an image to go with the button.
	Extra	Enter an alternate descriptor for the Extra Command. Select an image to go with the button.
	No	Enter an alternate descriptor for the No Command. Select an image to go with the button.
	Display Right of Guest Check	Select this option to display Modifier Canvases to the right of the Guest Check in Focus Order Entry.
Command Ribbon Button Options	**Screen Format**	Select the Screen Format to display the Command Ribbon.
	Background Color	Select a Background Color for Command Ribbon area.
	Background Image	Select a Background Image for the Command Ribbon area.
	Height	Enter the Height, in number of pixels, for the Command Ribbon buttons.
	Width	Enter the Width, in number of pixels, for the Command Ribbon buttons.

Related Topics
Job Right 'Office – General'

[TOP]

14.3.4 Timekeeping

Purpose
The Timekeeping Window is used to configure payroll options and related settings.

Accessing the Timekeeping Window
While in Focus Setup, select Miscellaneous

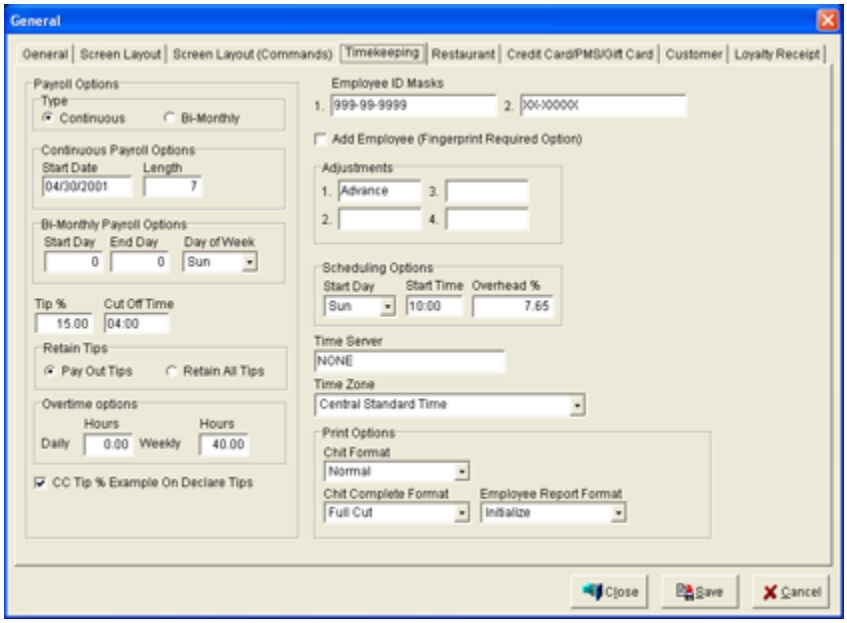


Figure x.x Timekeeping Fields

Field	Description		
Payroll Options	**Continuous**	Select this option if the pay period is a standard 1 or 2 week period.	
	Bi-Monthly	Select this option if the pay period is twice a month.	
	Continuous Payroll Options	**Start Date**	Enter the date that the payroll starts for consecutive payrolls.
		Length	Enter the number of days in the payroll period.
	Bi-Monthly Payroll Options	**Start Day**	The starting day of the first pay period within the month. If the payroll type is Bi-Monthly then the Start Day may not be less than one.
		End Day	The last day of the first pay period within the month. If the payroll type is Bi-Monthly then the End day may not be less than one.
		Day of Week	Specify the first day of the week for every payroll. The Day of Week is used to computer overtime for a week where part of the week has been included in the previous payroll period.
	Tip %	Enter a % that is used on the Gratuity Section of the Activity Report as well as the Attendance and Payroll Reports to compare the Tips Declared with the % of Tipped Sales.	
	Cut Off Time	The time of day that payroll period ends. If clock out occurs after the Cut Off Time the hours worked before the Cut Off Time will be included on the next period payroll.	
	Retain Tips	**Pay Out Tips**	Select if non-cash tips paid by check, gift certificate, house charge and credit card are paid to employees when they clock out or deducted from the server accountability.
		Retain All Tips	Select if tips are collected by the house, included in server accountability and distributed later.

	Overtime Options	**Daily Hours**	The duration of the standard workday after which daily overtime is computed. If the limit is zero, daily overtime is not computed. For example, if Daily Hour Limit = 8 and employee works 9 hours, 1 hour overtime is due.
		Weekly Hours	The number of hours in the standard work week after weekly overtime is computed. If the limit is zero, then the weekly overtime is not computed. For example, if Weekly Hour Limit = 40 and employee works 41 hours, 1 hour overtime is due. Note: If both Daily and Weekly Hour Limit are set, daily overtime hours are not included when calculating weekly hour total. For example, if Monday = 9 hours, Tuesday through Friday = 8 hours, and Sat = 4 hours, then the weekly overtime is paid on 4 hours.
	CC Tip % Example on Declare Tips	This option is used to compute tip % of credit card transactions and is displayed on the Declared Tips Section.	
Employee ID masks	**1.**	Specify the format required Symbols such as but not limited to: - / $ @ % may be pre-selected. Examples: A Social Security # mask = ###-##-#### An Alphanumeric 5-character employee number plus a 3-digit department number mask = A#### ###	
	2.	Specify the format required Symbols such as but not limited to: - / $ @ % may be pre-selected. Examples: A Social Security # mask = ###-##-#### An Alphanumeric 5-character employee number plus a 3-digit department number mask = A#### ###	
Add Employee (Fingerprint Required Option)	The Require Card and Fingerprint at Clock In options are turned on when a new employee is added if this option is turned on.		
Adjustments	1-4 fields are provided for employee payroll adjustments that are entered into the Time Card Window. The name of each Adjustment may be 1 - 7 characters.		
Scheduling Options	**Start Day**	The first day of the business week. The start day is used to display headings on schedule templates and availability reports.	
	Start Time	The time that the business day begins. The time is used to display the Sales Projection Time Intervals.	
	Overhead %	The user defined overhead percent up to 999.99. The overhead percentage will be used to factor in an estimate of labor overhead such as FICA, Medicare etc. into labor cost calculations.	
Time Server	The time on every computer is updated from the Station with this name. If a Time Server is not used, type NONE in the field to disable.		
Time Zone	If a Time Zone is selected then the Time Zone is set when the software starts.		
Print Options	**Chit Format**	Select the format that is used when printing chits (i.e., Payment Vouchers, Paid Out Vouchers, Paid In Vouchers, and Clock In/Out chits).	
	Chit Complete Format	Select the print format to finalize the printing, i.e. Full Cut.	
	Employee Report Format	Select the print format for the employee report from the list of available formats. **Note:** The Employee Report Format is also used to set the format for the Menu Item List and the Employee List.	

Related Topics
Job Right 'Office – General'

[TOP]

14.3.5 Restaurant

Purpose
The Restaurant Window is used to name the establishment and provide additional e-mail and ftp options.

Accessing the Restaurant Window
While in Focus Setup, select Miscellaneous > General > Restaurant.

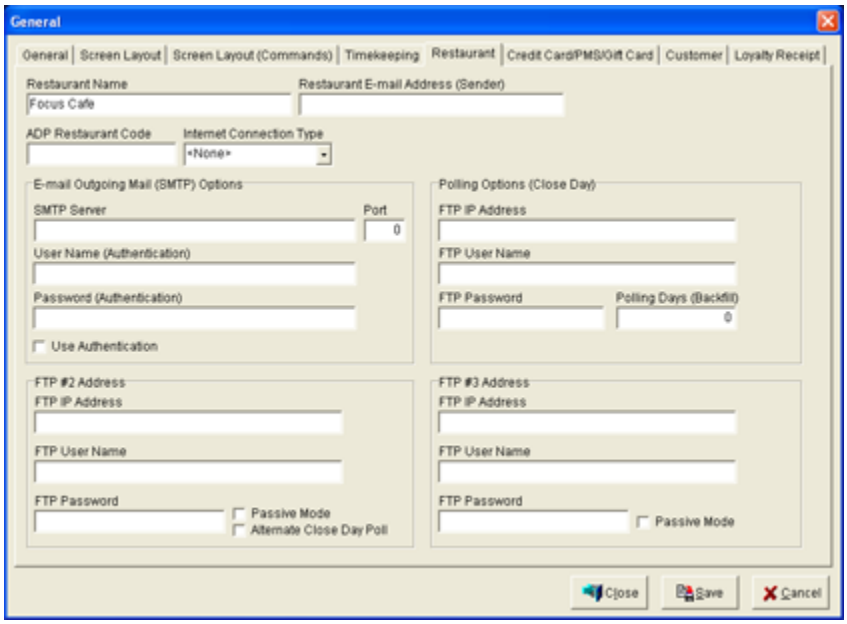


Figure x.x Restaurant Fields

Field	Description	
Restaurant Name	The name of the establishment.	
Restaurant E-Mail Address (Sender)	The e-mail address you wish to appear when sending e-mails.	
ADP Restaurant Code	The restaurant code when that is exported to ADP payroll.	
Internet Connection Type	**<None>**	Press the Delete key to disable the Internet Connection Type.
	Dial Up	Uses the default dialup Internet account.
	Always Connected	Broadband connections such as DSL and Cable Modems should choose this setting.
E-mail Outgoing Mail (SMTP) Options	**SMTP Server**	Specify the name of the outgoing SMTP mail server.
	User Name (Authentication)	The user name the SMTP server requires if authentication is used.
	Password (Authentication)	The password the SMTP server requires if authentication is used.

	Use Authentication	Turn this option on if the SMTP server requires authentication.
	Port	Input the Port number for the SMTP server.
Polling Options (Close Day)	**FTP IP Address**	Specify the IP address of the FTP Server.
	FTP User Name	Specify the user name to log in to the FTP Server. The user name should match the FTP user name in a restaurant configured in Focus Enterprise.
	FTP Password	Specify the FTP password to log into the FTP server. The password should match the FTP password in a restaurant configured in Focus Enterprise.
	Polling Days (Backfill)	Define the number of days of data before the current business date that will get polled if the data does not reside on the Focus Enterprise server.
FTP #2 Address	**FTP IP Address**	Specify the IP address of the FTP Server.
	Alternate Close Day Poll	The data may be pushed to a different Focus Enterprise office so multiple locations can receive data.
	FTP User Name	Specify the username to log in to the FTP Server. The username should match the FTP username in a restaurant configured in Focus Enterprise if being used as an Alternate Close Day Poll.
	FTP Password	Specify the username to log in to the FTP Server. The username should match the FTP username in a restaurant configured in Focus Enterprise if being used as an Alternate Close Day Poll.
	Passive Mode	Select this option to set the FTP to Passive Mode.
FTP #3 Address	**FTP IP Address**	Specify the IP address of the FTP Server.
	FTP User Name	Specify the username to log in to the FTP Server.
	FTP Password	Specify the username to log in to the FTP Server.
	Passive Mode	Select this option to set the FTP to Passive Mode.

Related Topics
Job Right 'Office – General'

[TOP]

14.3.6 Credit Card/PMS/Gift Card

Purpose
The Credit Card/PMS/Gift Card Window is used to configure Credit Card, PMS and Gift Card setup. Use these options to establish system wide credit card options.

Accessing the Credit Card/PMS/Gift Card Window

While in Focus Setup, select Miscellaneous > General > Credit Card/PMS/Gift Card.

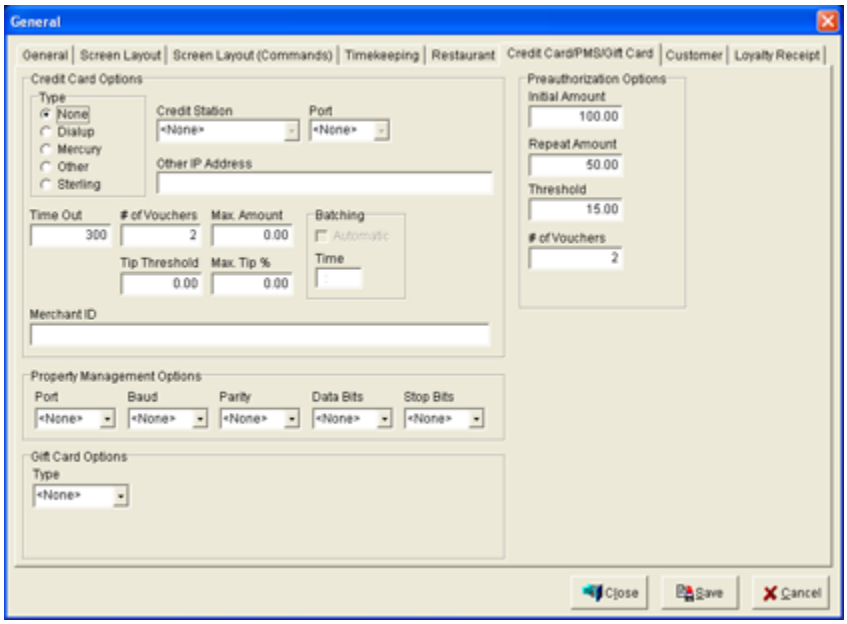


Figure x.x Credit Card/PMS/Gift Card Fields

Field	Description	
Credit Card Options	**None**	This option will not authorize credit cards through the system. The Credit Card Station, Port, Other IP Address, Batching Options and Merchant ID fields are disabled.
	Dialup	This option is for use with a DataTran modem. The other IP address will be disabled.
	Mercury	This option is for use with Mercury Payment Systems. The Port field and the other IP address will be disabled.
	Other	This option may be used for types other than those listed. The Port field is disabled.
	Sterling	This option is for use with Sterling Payment Technologies. The Port field and the other IP address will be disabled.
Credit Station	Select the Station that performs the credit card processing.	
Port	Select the port that is used to communicate with the DataTran modem.	
Other IP Address	Enter the IP Address If credit card processing type is set to Other.	
Time Out	Enter the time in seconds that the system should wait for a response from the third party credit processor. After the selected time, the payment is marked "Timed Out" and authorization must be repeated.	
# of Vouchers	Enter the number of Credit Card Vouchers that will be printed when a credit transaction is authorized.	
Max. Amount	Transactions exceeding this user defined $ amount (tip inclusive) will require the user to have the Approve Credit Limits Job Right to approve the transaction.	
Tip Threshold	Specifies the maximum guest check amount that will be authorized without manager approval. Approval will be required to allow a large tip. Maximum Entry: 99.99.	

Max Tip %	Tips (as a percentage of the check amount) exceeding this user defined % will require the user to have the "Approve credit limits" job right to approve the transaction. Approval will only be required if the tip amount is above the tip threshold listed above.		
Batching	**Automatic**	Turn this option on if the batch should be settled automatically.	
	Time	Enter the time that the batch should occur. Batching should always occur before Close Day.	
Merchant ID	Enter the Merchant ID for high-speed credit transactions.		
Property Management Options	**Port**	Specify the Port used to communicate with the property management system.	
	Baud	Set the Baud Rate as dictated by the property management system.	
	Parity	Specify the Parity as dictated by the property management system.	
	Data Bits	Specify the Data Bits as dictated by the property management system.	
	Stop Bits	Specify the Stop Bits as dictated by the property management system.	
Gift Card Options	**Givex**	**UserID**	The user ID needed by the gift card processor.
		PIN	The PIN needed by the gift card processor.
	Mercury	**IP Address**	The IP address of the gift card processor.
		Merchant ID	The Merchant ID of the gift card processor.
		Port	The Port used by the gift card processor.
	Sterling	**IP Address**	The IP Address of the gift card processor.
		Merchant ID	The Merchant ID of the gift card processor.
		Port	The Port used by the gift card processor.
	Gift EPay	**IP Address**	The IP Address of the gift card processor.
		Merchant ID	The Merchant ID of the gift card processor.
		Port	The Port used by the gift card processor.
Preauthorization Options	**Initial Amount**	The amount of the first preauthorization on the check.	
	Repeat Amount	The amount of the preauthorization after the initial preauthorization.	
	Threshold	When the total of the check comes within this amount of the currently pre-authorized amount the user is prompted to do another pre-authorization. **Note:** The check header will turn red when exceeding the threshold.	
	# of Vouchers	User may print a Voucher on a preauthorization so they do not have to keep the card in case the customer walks the ticket.	

Related Topics
Job Right 'Office – General'

[TOP]

14.3.7 Customer

Purpose
The Customer Window is used to configure various customer account options.

Accessing the Customer Window
While in Focus Setup, select Miscellaneous > General > Customer.

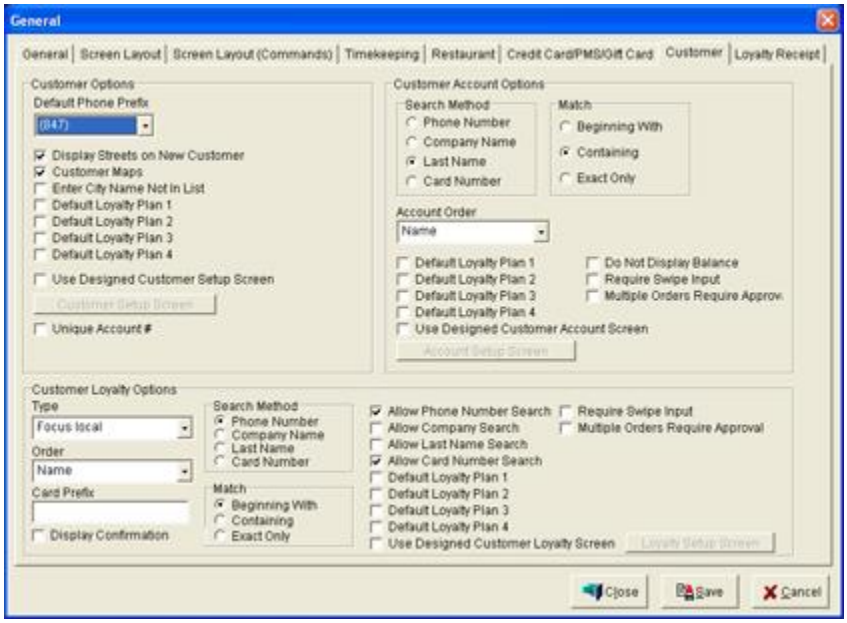


Figure x.x Customer Fields

Field	Description	
Customer Options	**Default Phone Prefix**	The Default Phone Prefix appears when a new customer is added and also on number. If a Default Phone Prefix is not specified then the Default City, State
	Display Streets on New Customer	Turn this option on if the customer will select from predefined Streets when a
	Customer Maps	Turn this option on to allow maps to customer addresses to be viewed or prin view maps.
	Enter City Name Not in List	Turn this option on to allow the user to enter a City Name when adding or ed have not already been created.
	Default Loyalty Plan 1-4	Set the Default Loyalty Plan values for new customers.
	Use Designed Customer Setup Screen	If this options is off then the screen is set to the default design. If this option enabled.
	Design Customer Setup Screen	Press this button to design the Customer Setup Window.
	Unique Account #	Turn this option on to require Unique Account #s for each customer.
Customer Loyalty Options	**Type**	**Focus Local -** loyalty functions uses the local Focus customer database.
	Order	This option determines the order of customers on the Loyalty Window.
	Card Prefix	The card prefix is used to determine if swiped input on the order entry screen

	Display Confirmation	If this option is on then the confirmation window is displayed upon completio Customer is placed immediately upon the check or a new check is started wit Window. If the Loyalty Command is pressed first the confirmation screen is a	
	Search Method	**Phone Number**	The customer's phone number.
		Company Name	The customer's company name.
		Last Name	The customer's last name.
		Card Number	The customer's card number.
	Match	**Beginning With**	Searches by the first few characters.
		Containing	Searches for customers that have the characters speci
		Exact Only	Finds only the customers who match exactly.
	Allow Phone Number Search	If this option is off then the "Phone number" search option is not available on	
	Allow Company Search	If this option is off then the "Company" search option is not available on the C	
	Allow Last Name Search	If this option is off then the "Last name" search option is not available on the	
	Allow Card Number Search	If this option is off then the "Account #" search option is not available on the	
	Default Loyalty Plan 1-4	Set the Default Loyalty Plan values for customers added via the Loyalty Windo	
	Use Designed Customer Loyalty Screen	Press this button to design the customer Loyalty Window.	
	Require Swipe Input	If the user enters input at the search screen via the touch screen then they a	
	Multiple Orders Require Approval	If the last order date is the same as the current business date then it must be	
Customer Account Options	**Search Method**	**Phone Number**	The customer's phone number.
		Company Name	The customer's company name.
		Last Name	The customer's last name.
		Card Number	The customer's card number.
	Match	**Beginning With**	Searches by the first few characters.
		Containing	Searches within the customers that have the characte
		Exact Only	Finds only the customers who match exactly.
	Account Order	Select the order to view accounts. (Name or Card #)	
	Default Loyalty Plan 1-4	Set the Default Loyalty Plan values for customers added via the Account Windo	
	Use Designed Customer Account Screen	Press this button to design the Customer Account Window.	
	Do Not Display Balance	If this option is on then the customer's balance will not be displayed.	
	Require Swipe Input	Requires a swipe from a magnetic card.	
	Multiple Orders Require Approval	If the last order date is the same as the current business date then it must be	

	Account Setup Screen	Press this button to design the Customer Account Window.

Related Topics
Job Right 'Office – General'

[TOP]

14.3.7.1 Customer Setup Screen

Purpose
The Design Customer Setup Window allows the user to customize the appearance of the Customer Window.

Accessing the Design Customer Setup Window
While in Focus Setup, select Miscellaneous > General > Customer > Design Customer Setup Screen (the option Use Designed Customer Setup Screen must be turned on.)

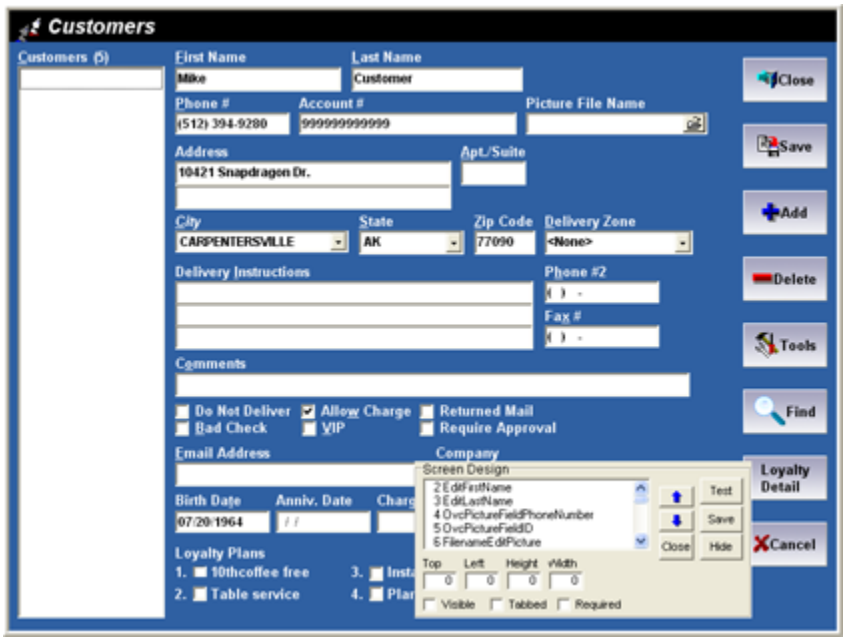


Figure x.x Design Customer Setup Window Fields

Field	Description
Screen Design	The list of fields in the Window.
Top	The Top positioning attribute of the field may be set.
Left	The Left positioning attribute of the field may be set.
Height	The Height of the field may be specified.
Width	The Width of the field may be specified.
Visible	Turn this option on to view the field.
Tabbed	The Tab order may be specified.
Required	Specify if the field is Required.

Related Topics (none)

[TOP]

14.3.7.2 Account Setup Screen

Purpose
The Design Customer Account Setup Window allows the user to customize the appearance of the Customer Window.

Accessing the Design Customer Setup Window
While in Focus Setup, select Miscellaneous > General > Customer > Design Customer Account Setup Screen (the option Use Designed Customer Account Setup Screen must be turned on.)

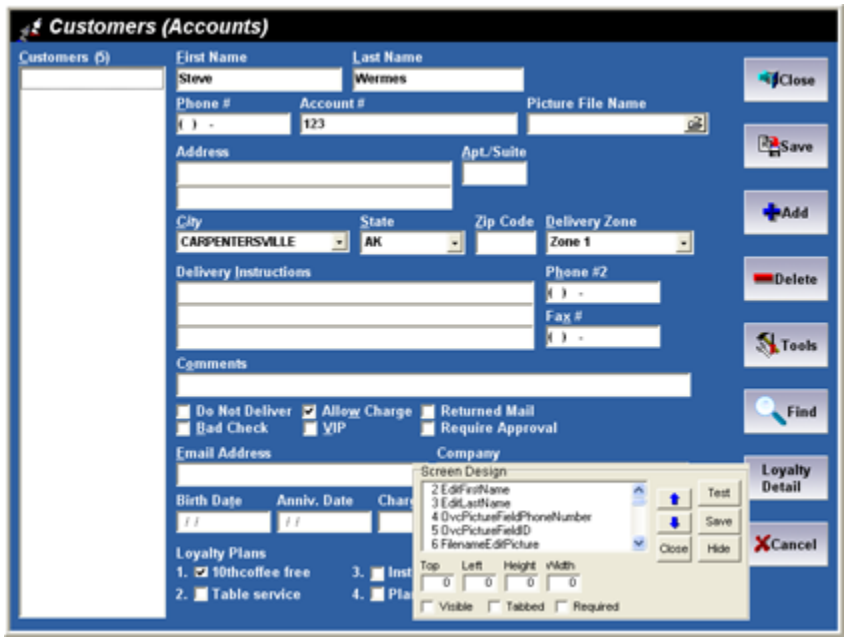


Figure x.x Design Customer Account Setup Window Fields

Field	Description
Screen Design	The list of fields in the Window.
Top	The Top positioning attribute of the field may be set.
Left	The Left positioning attribute of the field may be set.
Height	The Height of the field may be specified.
Width	The Width of the field may be specified.
Visible	Turn this option on to view the field.
Tabbed	The Tab order may be specified.
Required	Specify if the field is Required.

Related Topics (none)

[TOP]

14.3.7.3 Loyatly Setup Screen

Purpose
The Design Loyalty Setup Window allows the user to customize the appearance of the Customer Window.

Accessing the Design Loyalty Setup Window
While in Focus Setup, select Miscellaneous > General > Customer > Design Loyalty Setup Screen (the option Use Designed Loyalty Setup Screen must be turned on.)

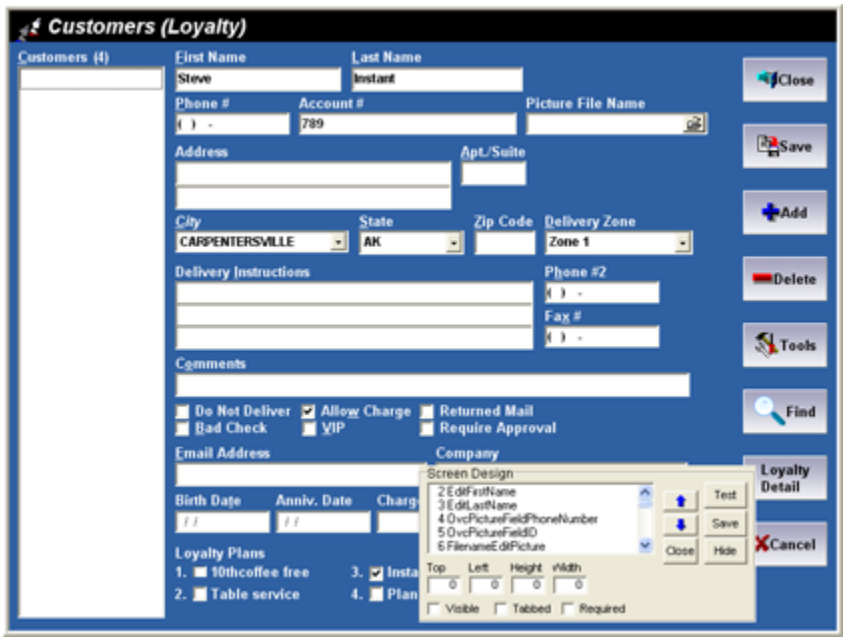


Figure x.x Design Loyalty Setup Window Fields

Field	Description
Screen Design	The list of fields in the Window.
Top	The Top positioning attribute of the field may be set.
Left	The Left positioning attribute of the field may be set.
Height	The Height of the field may be specified.
Width	The Width of the field may be specified.
Visible	Turn this option on to view the field.
Tabbed	The Tab order may be specified.
Required	Specify if the field is Required.

Related Topics (none)

[TOP]

14.3.8 Loyalty Receipt

Purpose
The Loyalty Receipt Window is used to configure the customer's receipt.

Accessing the Loyalty Receipt Window
While in Focus Setup, select Miscellaneous > General > Loyalty Receipt.

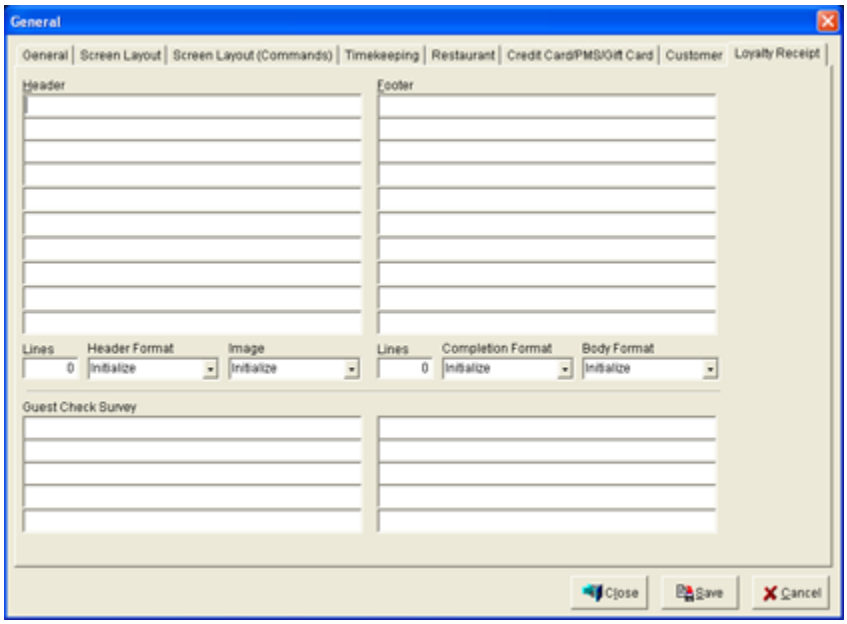


Figure x.x Loyalty Receipt Fields

Field	Description
Header	Enter the header for the Loyalty Receipt.
Lines	Specify the number of blank lines to print at the top of the Loyalty Receipt.
Header Format	Specify the printer format that is used for the header.
Image	Specify the image format to print the image on the top of the Loyalty Receipt.
Footer	Enter the footer for the Loyalty Receipt.
Lines	Specify the number of blank lines to print at the bottom of the Loyalty Receipt.
Completion Format	Specify the printer format to send to the printer at the end of the Loyalty Receipt.
Body Format	Specify the printer format that is used to format other information on the Loyalty Receipt other than the Header and Footer.
Guest Check Survey	The survey information is printed on every Survey Frequency Guest Check.

Related Topics
Job Right 'Office – General'

[TOP]

14.4 Screen Formats

Purpose

The Screen Formats Window is used to establish specific display formats that can be used throughout the system. For example, a text style, font, font size, and color may be set up. That Screen Format can then be applied consistently on all of the buttons or labels on Canvases and other areas in Focus. The screen displays, report, and check formats can all be customized and standardized. Up to 100 Screen Formats may be established.

Accessing the Screen Formats Window

While in Focus Setup, select Miscellaneous > Screen Formats.

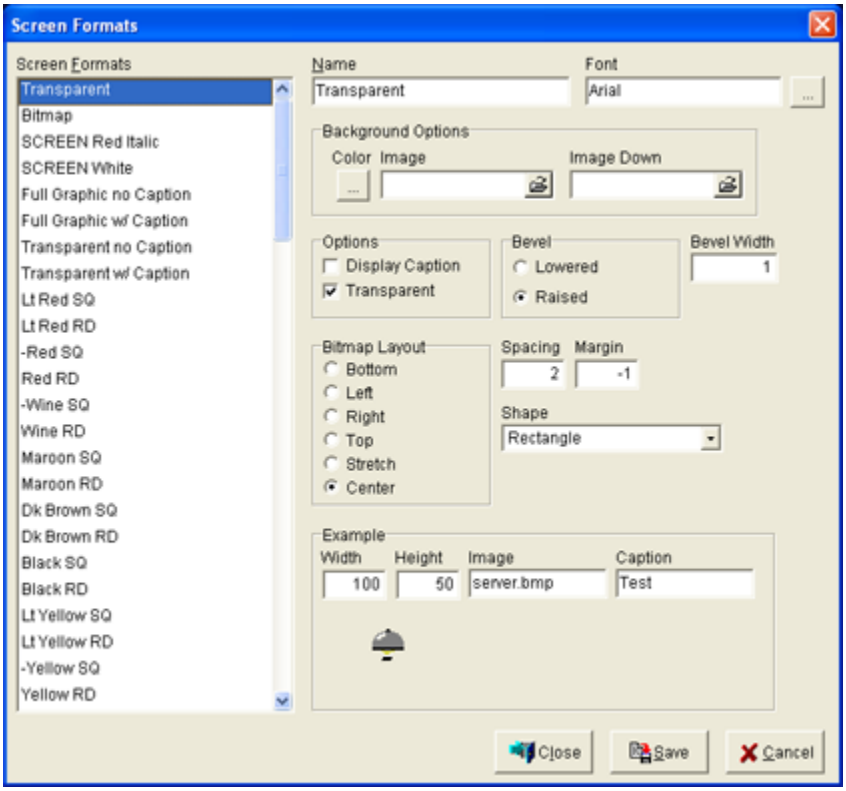


Figure x.x Screen Format Fields

Field	Description	
Name	Enter a name for each Format.	
Font	Select the Font and size from the list of available Fonts. **Note:** Fonts are only used for Screen Formats and not for pri	
Background Options	**Color**	Select the background color for the Screen Format.
	Image	Select an image that will be used for the Screen Format.
	Image Down	Select an image that will be displayed when the button is depressed.
Options	**Display Caption**	The Caption will be displayed on Focus Order Entry Canvases with or without a graphic.
	Transparent	The canvas text or icon is transparent and has no colored background or beveled surround.
Bevel	**Lowered**	The bevel appears lowered when the button is pressed.
	Raised	The bevel appears raised when the button is pressed.

Bevel Width	Enter a number, in pixels, to establish the width of the bevel.	
Bitmap Layout	**Bottom**	The graphic will display below the caption.
	Left	The graphic will display to the left of the caption.
	Right	The graphic will display to the right of the caption.
	Top	The graphic will display above the caption.
	Stretch	The image used for the Screen Format will be stretched to fit the entire size of the button, re
	Center	The graphic will be centered with the caption on top.
Spacing	Indicates the number of pixels between the margin and the caption. If the spacing is set to -1, then the graphic is cer	
Margin	Enter a number to indicate the number of pixels between the bevel and the caption or graphic. If the margin is set to	
Shape	Select the shape of the button. Ellipse, Rectangle, and Rounded Rectangle are the available options.	
Example	**Width**	Enter the number of pixels for the width of the example button.
	Height	Enter the number of pixels for the height of the example button.
	Image	Enter the image name to display in the example button.
	Caption	Enter the caption the display in the example.

Procedure to Establish Screen Formats

- Develop a list of Screen Format names.
- Enter the name of each Screen Format in the separate Name text box.
- Choose the desired font, font style, font size, and color.
- Choose a Background Color.
- Select the image to be displayed.
- Select the image down that will be used if the format is used for a depressed button.
- Select one of the available options: Display Caption, or Transparent.
- Select a bevel option: Lowered, or Raised; then enter the desired bevel width in pixels in the Bevel width text box.
- Select a layout option for the graphic image: Bottom, Left, Right, Top Stretch or center; then enter the desired spacing, in pixels, in the Spacing text box.
- Enter the desired margin size, in pixels, in the Margin text box.
- Select the shape that will be used if the format is to be used for a button.
- Select the width, height, image, and text that the sample will use.
- Repeat steps each format listed in the Name text boxes.
- Click Save.

Related Topics
Job Right 'Office – General'

[TOP]

14.5 Time Ranges

Purpose

The Time Ranges Window is used to establish pre-defined time periods. Time Ranges are identifiable units of time. The Time Ranges are designated by day of the week and 1 or 2 Start/Stop times. A maximum of 32 separate Time Ranges can be established.

Accessing the Time Ranges Window
While in Focus Setup, select Miscellaneous > Time Ranges.

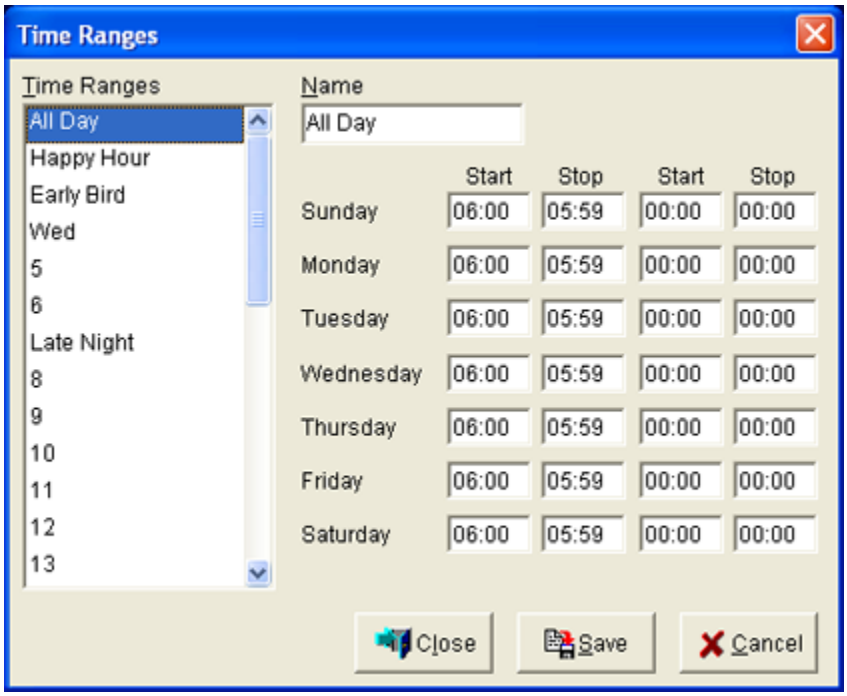


Figure x.x Time Ranges Fields

Field	Description
Name	Enter a name for each Time Range. The name may be up to 15 alphanumeric characters.
Start	Enter up to two time ranges for each named range for each day of the week. Each 4-digit time is formatted as hh: mm (hour: minute based on a 24-hour clock). A time is within range if it is greater than or equal to the start time and less than the end time for a day. End times after midnight are allowed. If a valid time range is not found for the current day, then the ranges for the previous day which span midnight are evaluated.
Stop	Enter up to two time ranges for each named range for each day of the week. Each 4-digit time is formatted as hh: mm (hour: minute based on a 24-hour clock). A time is within range if it is greater than or equal to the start time and less than the end time for a day. End times after midnight are allowed. If a valid time range is not found for the current day, then the ranges for the previous day which span midnight are evaluated.

Procedure to Establish Time Ranges

- Prepare a list of Time Ranges.
- Enter the name of each Time Range in a separate Name text box.
- Place the cursor in the first Start box for the first day of the week that the time range will be active.
- Enter the 4-digit Start time for that day.
- Place the cursor in the corresponding Stop box and enter the 4-digit Stop time for the selected Time Range.
- Continue to enter the Stop and Start times for the time-selected Time Range until all of the start/stop times for a week are completed.
- Click the Save button to save the Start/Stop time for the selected Time Range.
- Select the second Time Range Name text box to highlight it.
- Repeat steps for each Time Range required.

- Click Save.

Related Topics
Job Right 'Office – Time Ranges'

[TOP]

15. Close Day

Purpose
The Close Day Options Window contains control the end of day functions.

Accessing the Close Day Menu
While in Focus Setup, select Close Day.

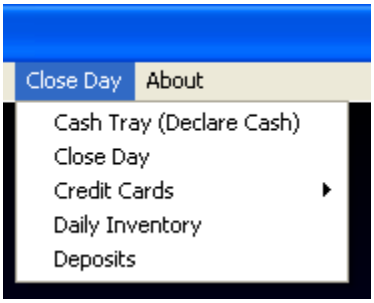


Figure x.x Close Day Options

Option	Description	
Cash Tray (Declare Cash)	Allows you to Declare Cash for Cash Trays.	
Close Day	Allows you to view the Close Day Status or manually Close Day.	
Credit Cards	**Batch**	Allows you to Batch the credit cards.
	iFace	Allows access to the iFace credit card program.
	Offline	Allows you put the credit cards in an Offline credit processing mode.
	Refunds	Allows you to Refund a credit card.
Daily Inventory	Allows the user to enter the daily beginning count, incremental stock count, and ending inventory count for predefined Inventory Items.	
Deposits	Allows you to enter Deposits into the system.	

Related Topics (none)

[TOP]

15.1 Cash Tray (Declare cash)

Purpose
The Cash Try (Declare Cash Window) is used to Declare Cash for Cash Trays.

Accessing the Cash Tray (Declare Cash) Window
While in Focus Setup, select Close Day > Cash Tray (Declare Cash).

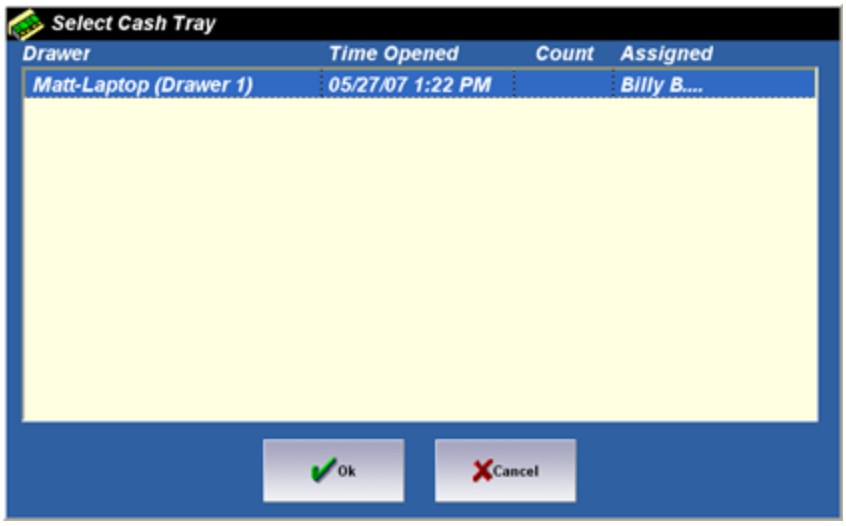
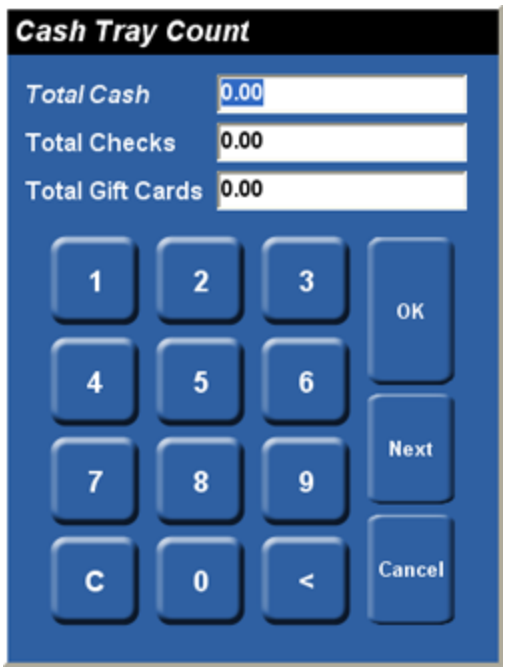


Figure x.x Select Cash Tray Window Fields

Option	Description
Drawer	The Station and Drawer number of the Cash Tray is displayed.
Time Opened	The time the Cash Tray was opened is displayed.
Count	The Count is displayed.
Assigned	The employees Assigned to the Cash Tray is displayed.

Procedure to Declare Cash
- Select the Cash Tray to Declare Cash.
- Enter the amounts for Total Cash, Total Checks and Total Gift Cards.



Related Topics (none)

[TOP]

15.2 Close Day

Purpose
The Close Day Window allows you to view the Status or to manually Close Day.

Accessing the Close Day Window
While in Focus Setup, select Close Day > Close Day.

Figure x.x Close Day Options

Option	Description

Status	Allows you to view the Close Day Status.
Close Day	Allows you to Close Day manually.

Related Topics
Job Right 'Office – Close Day'

[TOP]

15.2.1 Status

Purpose
The Close Day Status Window displays the last time the system closed day.

Accessing the Close Day Status Window
While in Focus Setup, select Close Day > Close Day > Status.

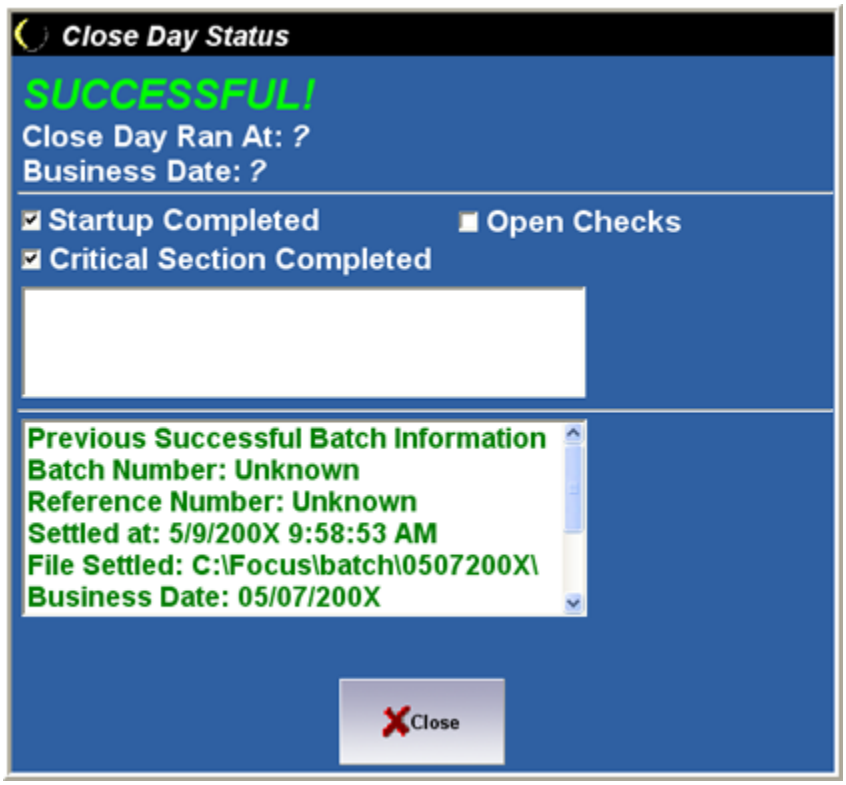


Figure x.x Close Day Status Fields

Option	Description
Successful/Failed	Successful means the day was Closed successfully. If an error occurred in the startup or critical sections then th
Close Day Ran At	The time Close Day was ran.
Business Date	The Business Date closed by Close Day.

Startup Completed	A check will appear if the Startup Completed.
Critical Section Completed	A check will appear if the Critical Section Completed.
Open Checks	A check will appear if Open Checks were found.
Error Information	The name of the procedure as well as the actual error that caused the procedure to fail is displayed.
Batch Information Window	Information will appear about the Batch Status if using the Credit Card Interface.

Related Topics (none)

[TOP]

15.2.2 Close Day

Purpose
The Close Day Window allows you to manually Close Day.

Accessing the Close Day Window
While in Focus Setup, select Close Day > Close Day > Close Day.

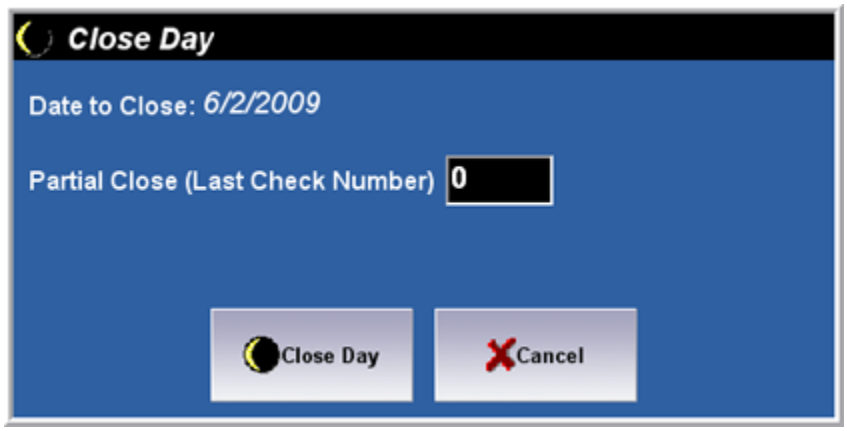


Figure x.x Close Day Fields

Field	Description
Date to Close:	The business date to close.
Partial Close (Last Check Number)	This option allows the user to close part of the check file. If Partial Close is on then all checks less than Close Day.

Figure x.x Close Day Commands

Field	Description
Close Day	Manually Closes Day. If the Last Check Number is "0" then the day with close all closed checks. If a L equal to the Last Check Number are included in the Close Day process.
Cancel	Exits the Close Day Window without Closing Day.

Procedure to Manually Close Day
▪ If you wish to close a complete day, click on “Close Day”. The last check number should be set to “0”.
▪ If you wish to partially close the day, enter the last check number and then click “Close Day”.

Related Topics (none)

[TOP]

15.3 Credit Cards

Purpose
The Credit Cards Options Window is used for various credit card transactions.

Accessing the Credit Cards Options Window
While in Focus Setup, select Close Day > Credit Cards.

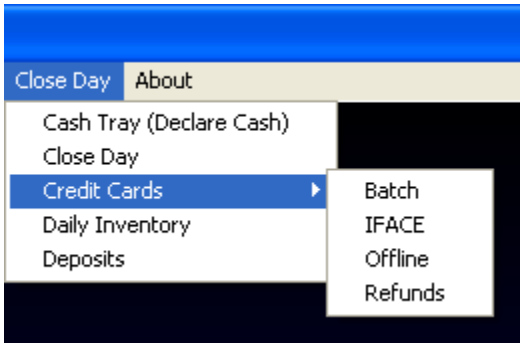


Figure x.x Credit Cards Options Windows

Option	Description
Batch	Allows you to send the credit card batch to the processor.
IFACE	Allows you to access the credit card interface to add, modify or void credit card payments.
Offline	Allows you to put credit card processing in Offline mode in cases where the credit card process is not responding.
Refunds	Allows you to credit a credit card.

Related Topics (none)

[TOP]

15.3.1 Batch

Purpose

The Batch Window is used to send the credit card batch to the payment processor and reconcile mismatched transactions.

Accessing the Batch Window
While in Focus Setup, select Close Day > Credit Cards > Batch.

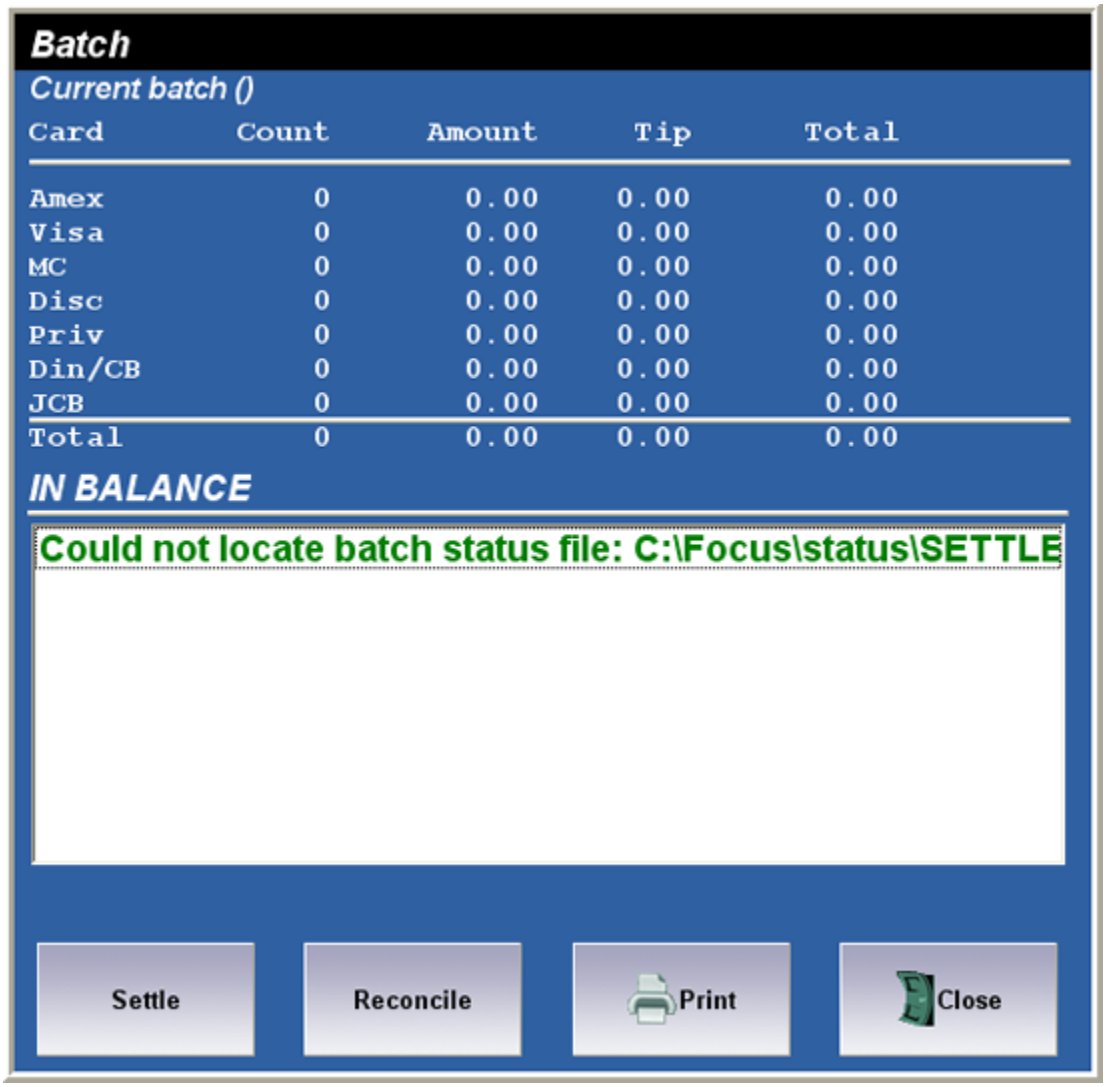
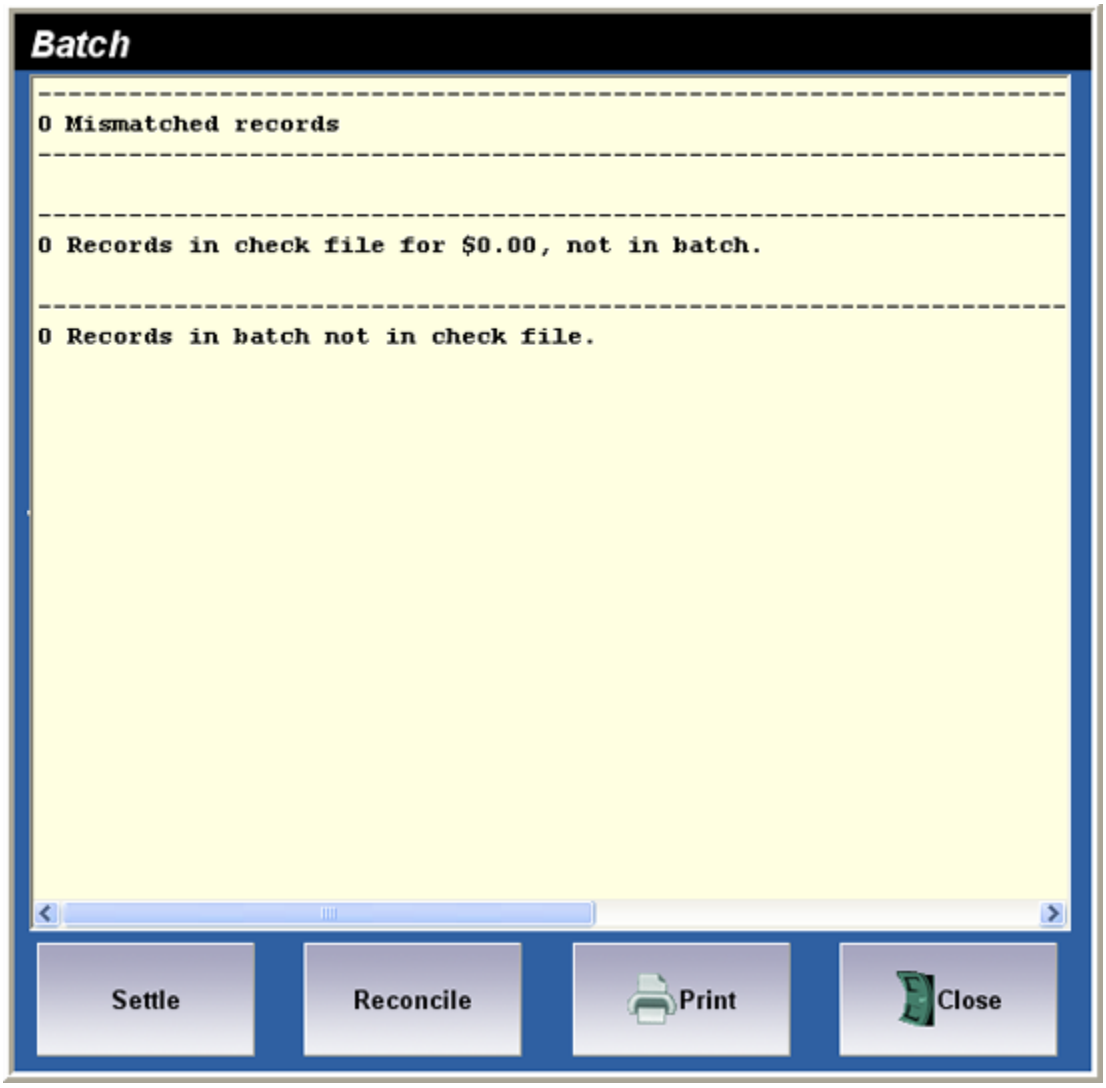


Figure x.x Batch Commands

Command	Description
Settle	Settles the current batch.
Reconcile	Reconciles any mismatched transactions. If the batch is not in balance, you must first click Reconcile before you are able to Settle the batch.
Print	Prints the current batch totals.
Close	Closes the Batch Window.

Procedure to Settle the Batch

Click Settle. If the batch is not in balance, an error will appear and you will have to "Reconcile" before settling the batch.



The Reconcile screen (shown above) displays the reasons why the batch is not in balance. After determining why the batch is not in balance and adjusting the problems accordingly, click on the "Settle" button to settle the batch.

Related Topics (none)

[TOP]

15.3.2 IFACE

Purpose

The iFace Window is used to view the Status, Log, Batch Detail and Reconcile the current credit card batch.

Accessing the iFace Window
While in Focus Setup, select Close Day > Credit Cards > iFace.

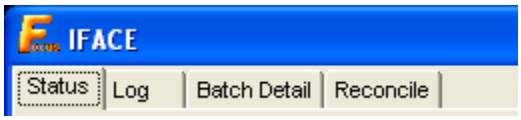


Figure x.x iFace Windows

Option	Description
Status	Allows you to view the Status of the last batch attempt.
Log	Displays the credit card transaction log. Credit card number are NOT displayed in the log.
Batch Detail	Displays the list of transactions and allows you to void, sale and modify existing transactions.
Reconcile	Displays the reasons why the batch is not in balance.

Related Topics (none)

[TOP]

15.3.2.1 Status

Purpose
The Status Window displays the previous batch attempt message.

Accessing the Status Window
While in Focus Setup, select Close Day > Credit Cards > iFace.

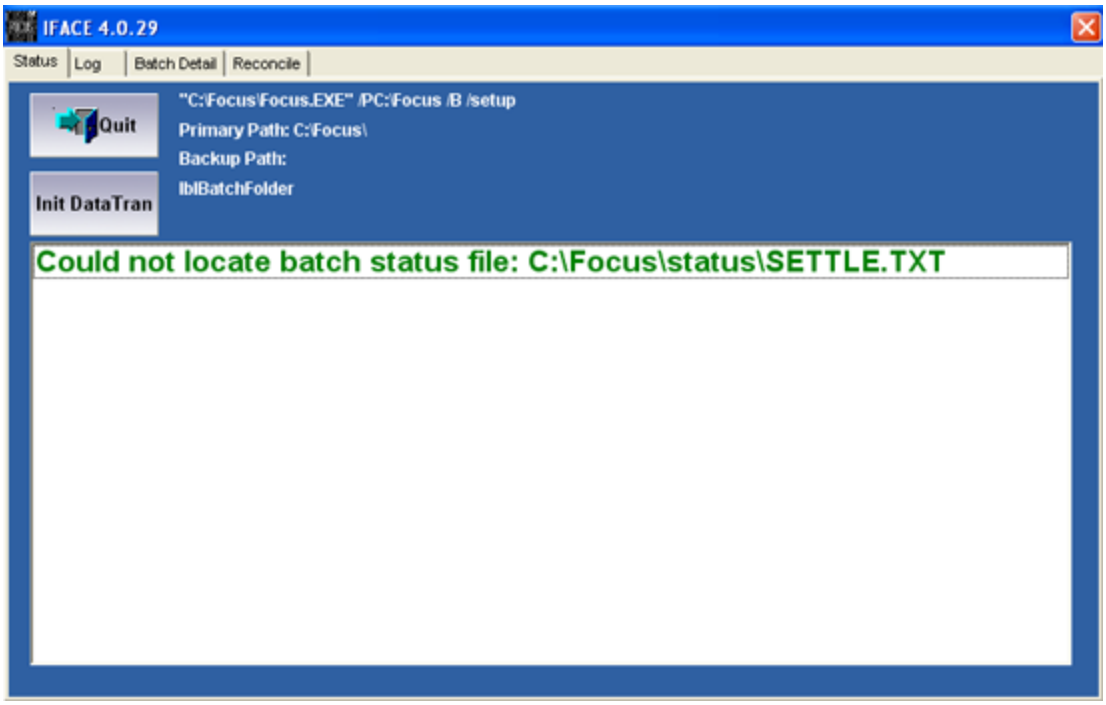


Figure x.x Status Windows

Option	Description
Quit	Closes the Status Window.
Init DataTran	Initializes the DataTran modem(if present).
Information	Displays information on the previous successful batch.

Related Topics (none)

[TOP]

15.3.2.2 Log

Purpose
The Log Window displays the previous batch attempt message.

Accessing the Status Window
While in Focus Setup, select Close Day > Credit Cards > iFace > Log.

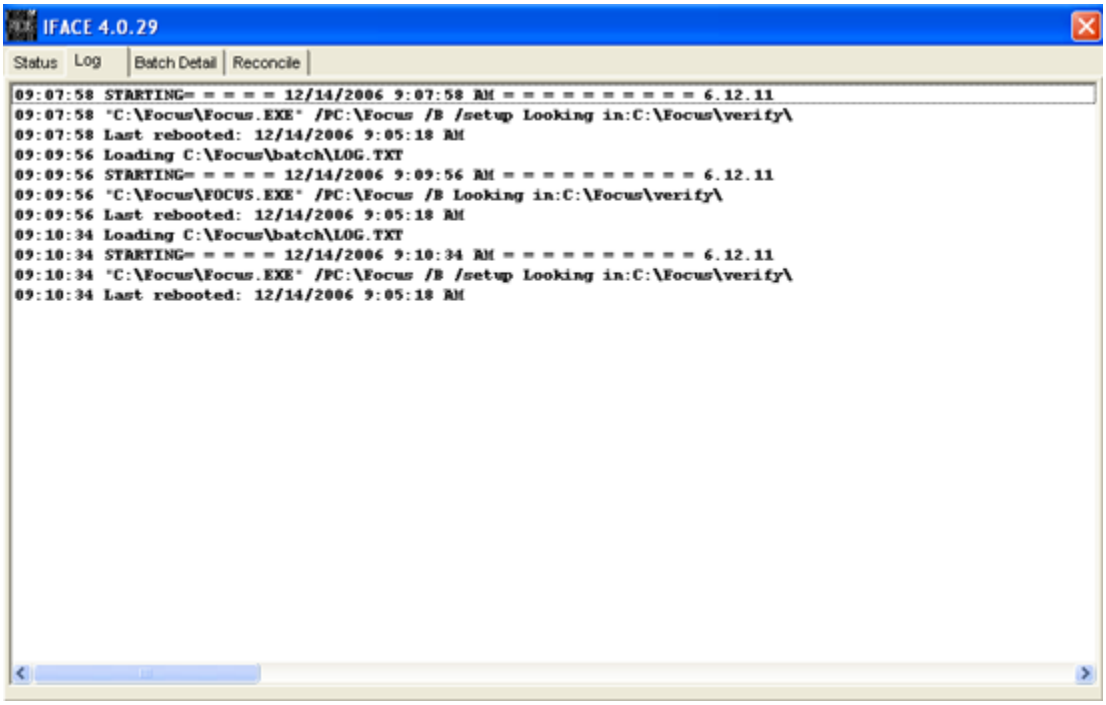

IFACE 4.0.29
Status
Log
Batch Detail
Reconcile
09:07:58 STARTING= = = = = 12/14/2006 9:07:58 AM = = = = = = = = = = = 6.12.11
09:07:58 "C:\Focus\Focus.EXE" /PC:\Focus /B /setup Looking in:C:\Focus\verify\
09:07:58 Last rebooted: 12/14/2006 9:05:18 AM
09:09:56 Loading C:\Focus\batch\LOG.TXT
09:09:56 STARTING= = = = = 12/14/2006 9:09:56 AM = = = = = = = = = = = 6.12.11
09:09:56 "C:\Focus\FOCUS.EXE" /PC:\Focus /B Looking in:C:\Focus\verify\
09:09:56 Last rebooted: 12/14/2006 9:05:18 AM
09:10:34 Loading C:\Focus\batch\LOG.TXT
09:10:34 STARTING= = = = = 12/14/2006 9:10:34 AM = = = = = = = = = = = 6.12.11
09:10:34 "C:\Focus\Focus.EXE" /PC:\Focus /B /setup Looking in:C:\Focus\verify\
09:10:34 Last rebooted: 12/14/2006 9:05:18 AM

Figure x.x Log Windows

Option	Description
Information	Displays the information log of the current credit card batch.

Related Topics (none)

[TOP]

15.3.2.3 Batch Detail

Purpose
The Batch Detail Window displays a list of current credit card transactions. You may Void, Sale, Refund, Edit Tips and Settle the credit card batch from this Window. The transactions may be sorted by touching the column label.

Accessing the Batch Detail Window
While in Focus Setup, select Close Day > Credit Cards > iFace > Batch Detail.

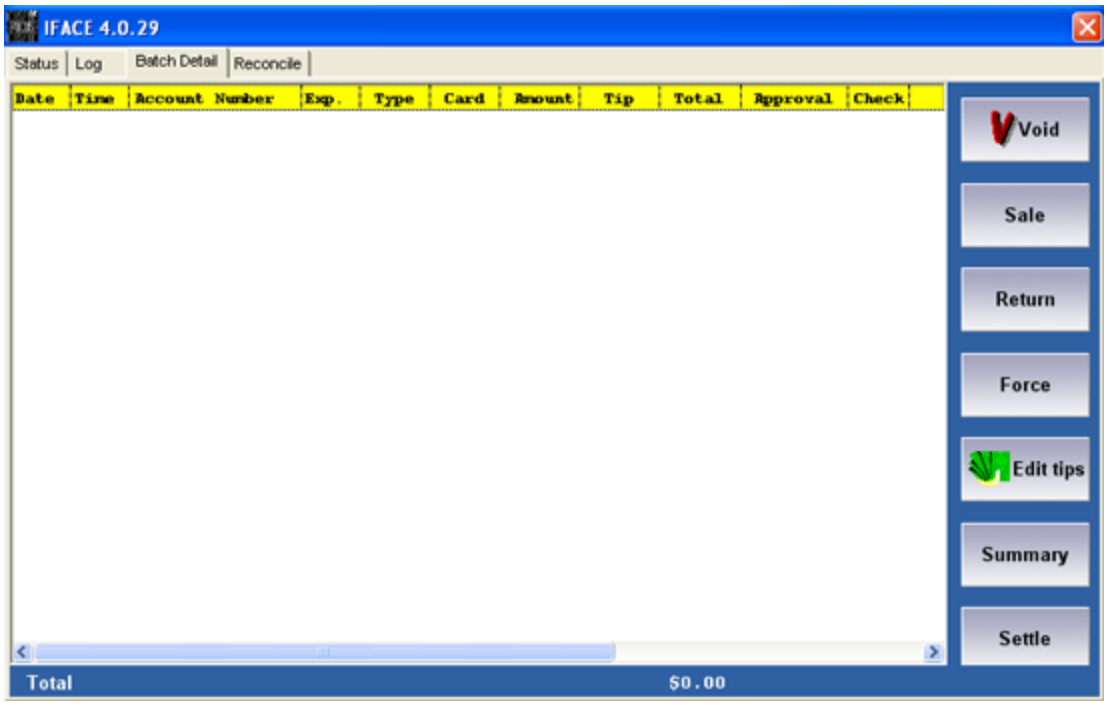


Figure x.x Batch Detail Fields

Field	Description
Date	The Date of the transaction.
Time	The Time of the transaction.
Account Number	The Account Number of the transaction.
Expiration Date	The Expiration Date of the transaction.
Type	The credit card Type of transaction.
Card Number (masked)	The truncated credit card number of the transaction.
Amount	The Amount of the transaction.
Tip	The Tip for the transaction.
Total (Amount + Tip)	The Total Amount plus Tip for the transaction.
Approval Number	The Approval Number of the transaction.
Check Number	The Check Number for the transaction.

Figure x.x Batch Detail Commands

Command	Description
Void	Voids a transaction. To void a transaction, highlight the transaction and click Void.
Sale	Enter a new transaction for approval. To enter a new sale, click Sale and enter the credit card information.
Return	Refund a credit card.

Force	Force a credit card transaction.
Edit Tips	Edit an existing transaction's tip amount. To edit a tip, highlight the transaction and click Edit Tips.
Summary	Display a sales summary by card type.
Settle	Settle the current batch.

Related Topics (none)

[TOP]

15.3.2.3.1 Force

Purpose
The Force Command allows you to manually enter a credit card in for approval. Calling the processor to gain an approval number first is necessary.

Accessing the Force Window
While in Focus Setup, select Close Day > Credit Cards > iFace > Batch Detail > Force.

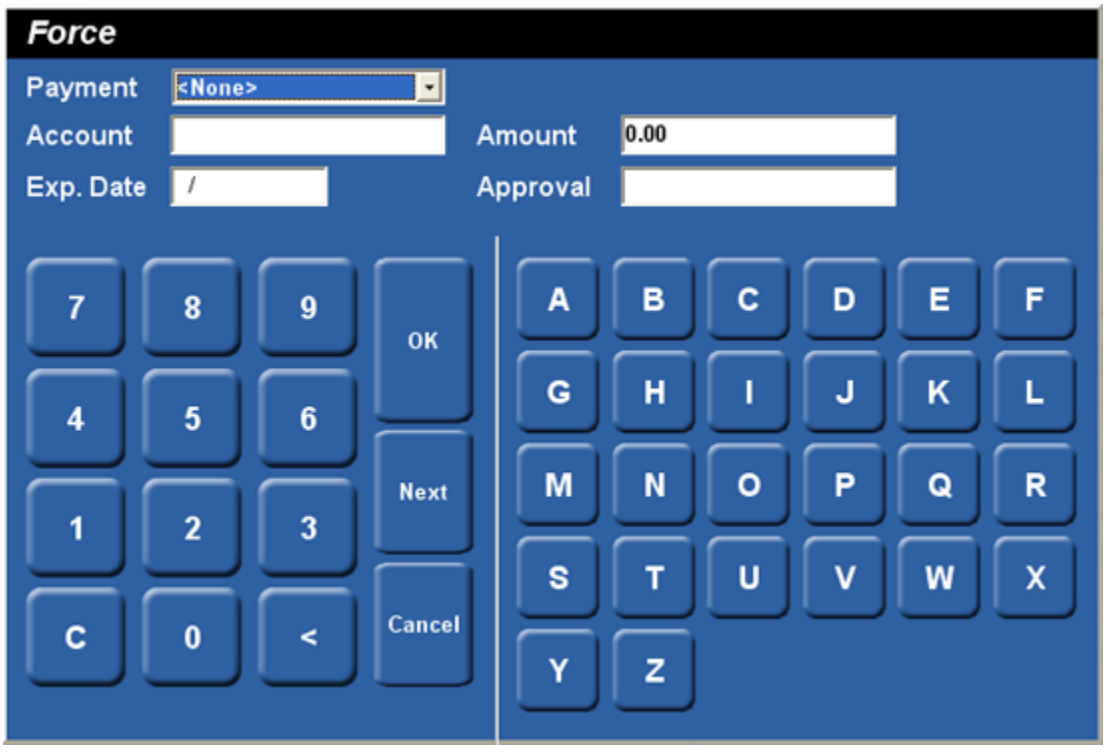


Figure x.x Force Window Fields

Field	Description
Payment	Select the Payment type for the Force.
Account	Enter the Account number of the credit card to Force.
Exp. Date	Enter the Expiration Date of the credit card to Force.

Amount	Enter the Amount to Force.
Approval	Enter the Approval number received from the processor for the Force.

Procedure to Force a Credit Card
▪ Select the Force Button.
▪ Enter the payment type.
▪ Enter the account number of the credit card.
▪ Enter the expiration date of the credit card.
▪ Enter the amount of the credit card.
▪ Enter the approval number you received from the processor. Note: Entering a fictitious approval number may result in a batch that cannot be settled.

Related Topics (none)

[TOP]

15.3.2.4 Reconcile

Purpose
The Reconcile screen displays the reasons why the batch is not in balance.

Accessing the Reconcile Window
While in Focus Setup, select Close Day > Credit Cards > iFace > Reconcile.

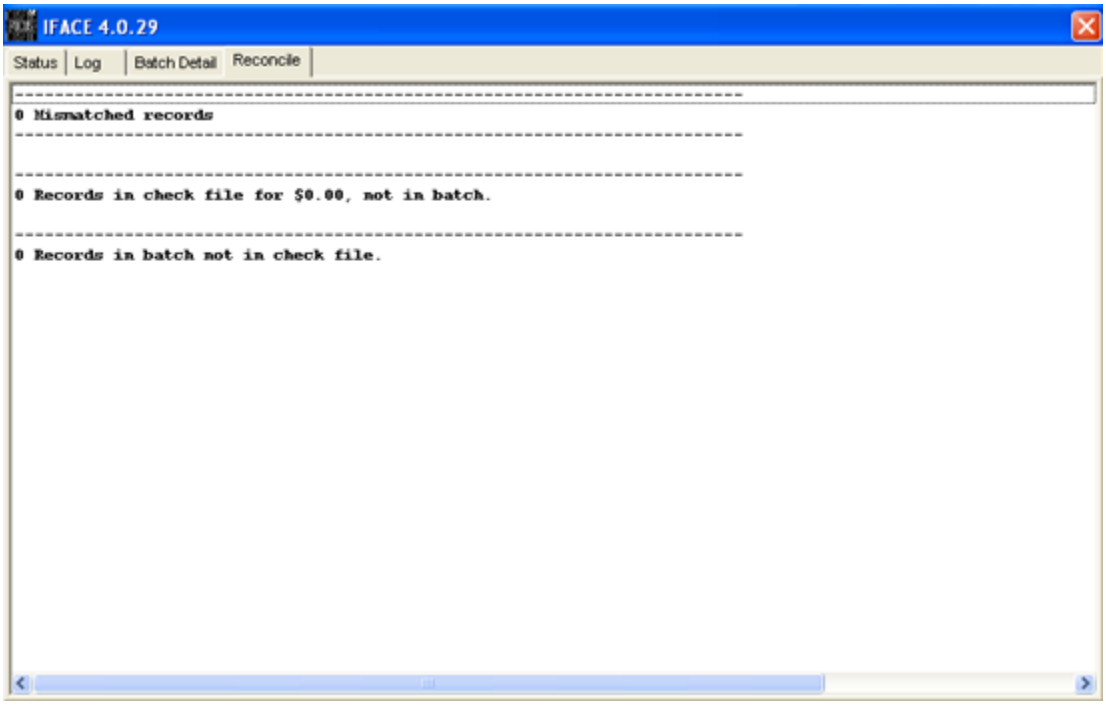


Figure x.x Reconcile Window Fields

Field	Description
Mismatched Records	The number of records not in balance.
Records in Check File, Not in Batch.	The number of records in the check file but not in the batch file. This occurs when the batch was settled before Close Day occurs.
Records in Batch not in Check File	The number of records in the batch but not in the batch file. This occurs when the Close Day occurs before the batch was settled.

Related Topics (none)

[TOP]

15.3.3 Offline

Purpose
The Offline Window is used when the credit card process is not responding due to a phone line or Internet connection being down. When in Offline Mode, credit cards are stored as a swiped transaction but not actually sent to the processor. Therefore, a credit card may be approved "Offline" but be declined when turned back "Online".

Accessing the Offline Window
While in Focus Setup, select Close Day > Credit Cards > Offline.

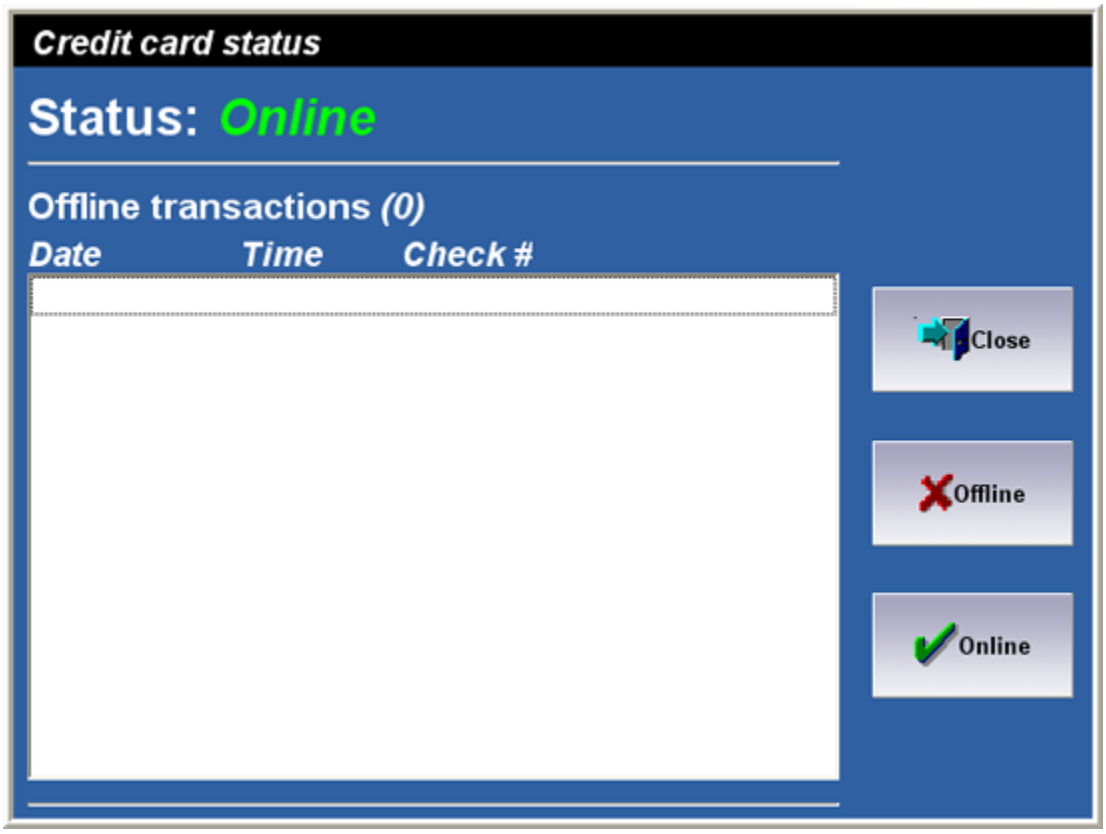


Figure x.x Offline Window Fields

Field	Description
Status	The Status of the credit card processing will be displayed (Online or Offline)
Offline Transactions (X)	The number of transactions currently captured in Offline Mode.
Date	The date the transaction was captured in Offline Mode.
Time	The time the transaction was captured in Offline Mode.
Check #	The Check Number of the transaction captured in Offline Mode.

Figure x.x Offline Window Commands

Command	Description
Close	Exits the Offline Window.
Offline	Puts credit card processing in Offline Mode.
Online	Turns credit card processing back to Online Mode.

Related Topics (none)

[TOP]

15.3.4 Refunds

Purpose
The Refund Window is used to credit a credit card.

Accessing the Refund Window
While in Focus Setup, select Close Day > Credit Cards > Refunds.

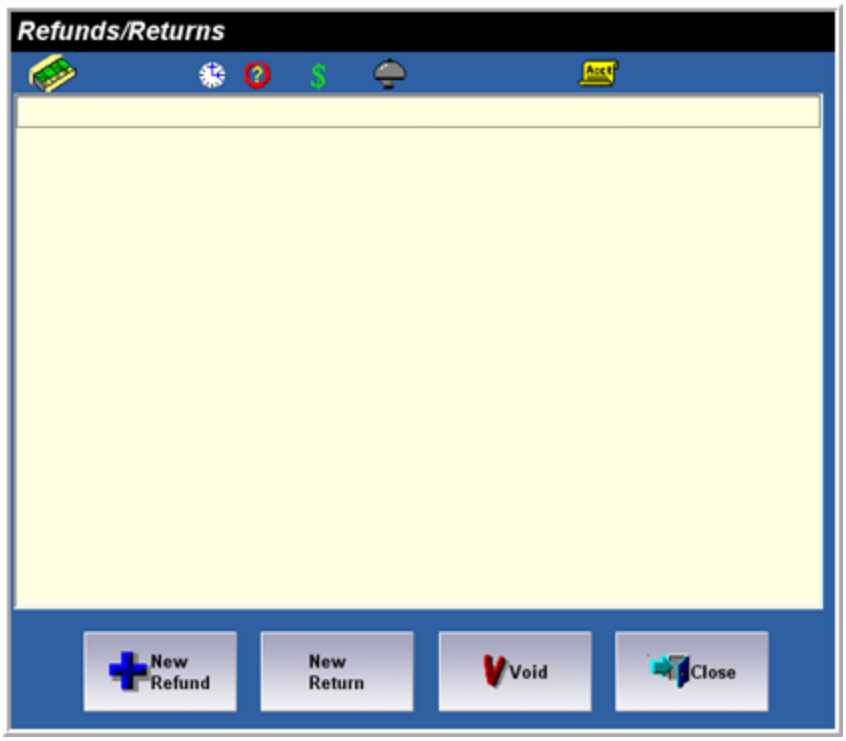


Figure x.x Refund Commands

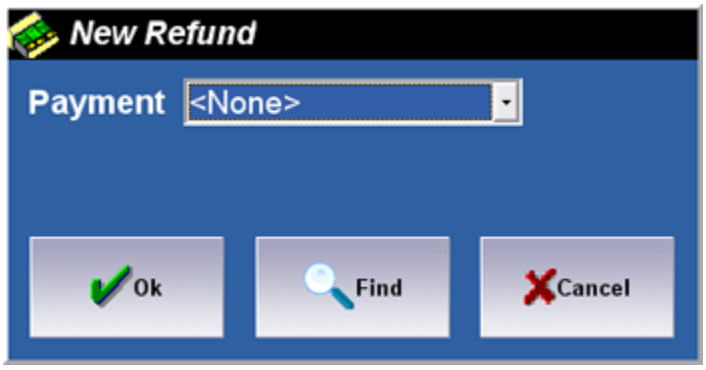
Field	Description
New Refund	Creates a new Refund.
Void	Voids an existing Refund.
Close	Exits the Refunds Window.

Related Topics (none)

[TOP]

15.3.4.1 Refunding a Credit Card

Purpose
The procedure to Refund a credit card is described below.



Procedure to Refund or “Return” a Credit Card
▪ While in the Refund Window, Click New.
▪ Select the Payment type.
▪ Enter the account number of the credit card.
▪ Enter the expiration date of the credit card.
▪ Enter the amount of the refund.
▪ Click OK.

Related Topics (none)

[TOP]

15.4 Daily Inventory

Purpose
This Daily Inventory Window allows the user to enter the daily beginning count, incremental stock count, and ending inventory count for predefined Inventory Items. These counts along with recorded sales are used to compute the variance between the actual and theoretical usage of these Inventory Items.

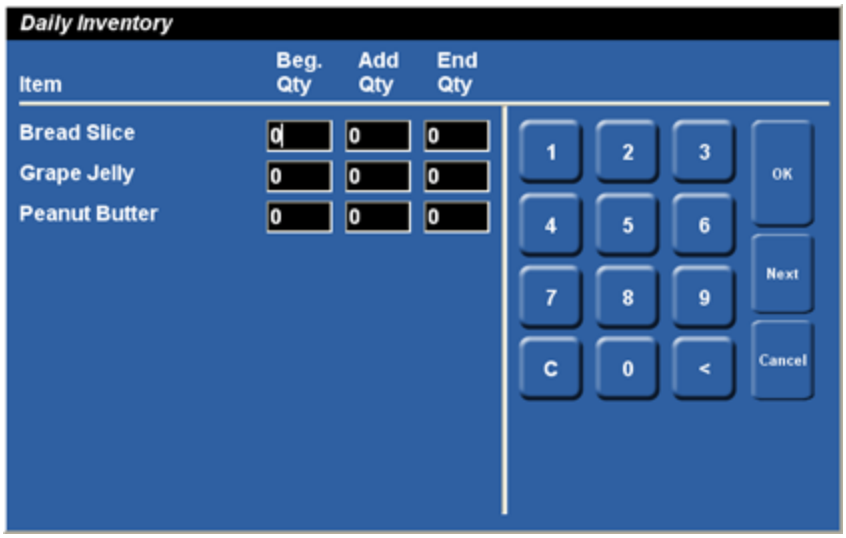


Figure x.x Daily Inventory Fields

Field	Description
Item	The name of the Inventory Item.
Beg Qty.	Enter the beginning number of units for the Inventory Item.
Add Qty	Enter the number of units added during the shift for the Inventory Item.
End Qty.	Enter the ending number of units for the Inventory Item.

Related Topics (none)

[TOP]

15.5 Deposits

Purpose
The Deposits Window is used to enter Deposits in order to determine the over and short amount on the Daily Report.

Accessing the Deposits Window
While in Focus Setup, select Close Day > Deposits.

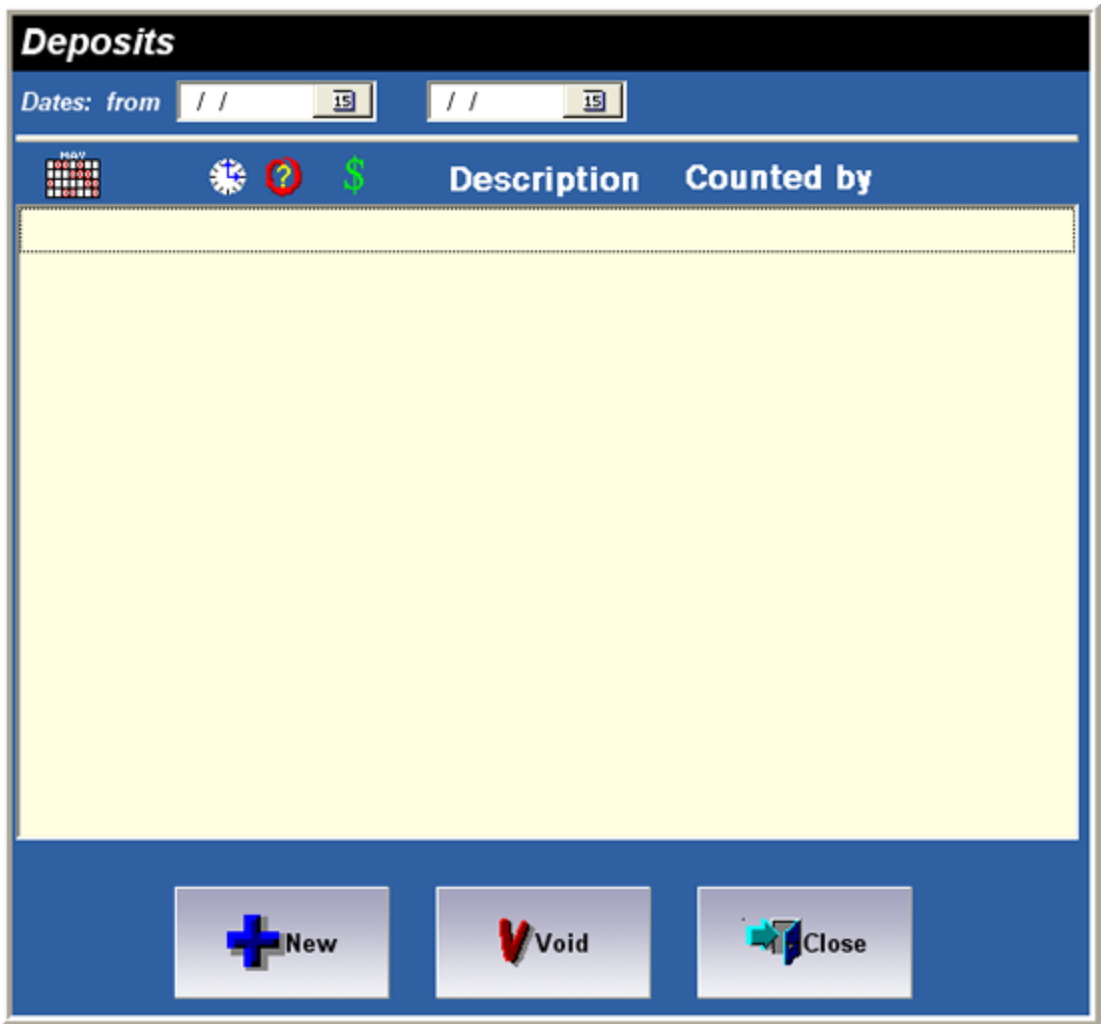


Figure x.x Checks Sort Options
Figure x.x Deposits Fields

Field	Description	
Dates	F	Select the starting date to view Deposits.

	From	
	To	Select the ending date to view Deposits.
		The date the Deposit was made (not the date it was entered).
		The time the Deposit was entered.
		The status of the Deposit. If the Deposit was Voided then a "V" is displayed.
		The amount of the Deposit.
Description		The Deposit Description usually refers to the Deposit slip identifier.
Counted By		The employee that entered the Deposit.

Figure x.x Deposits Commands

Command	Description
New	Allows you to enter a new Deposit.
Void	Allows you to Void an existing Deposit.
Close	Exits the Deposits Window.

Related Topics
Job Right - Enter Deposit
Job Right - Approve Cashier Functions

[TOP]

15.5.1 Adding a New Deposit

Purpose
The procedures to enter a new Deposit are listed below.

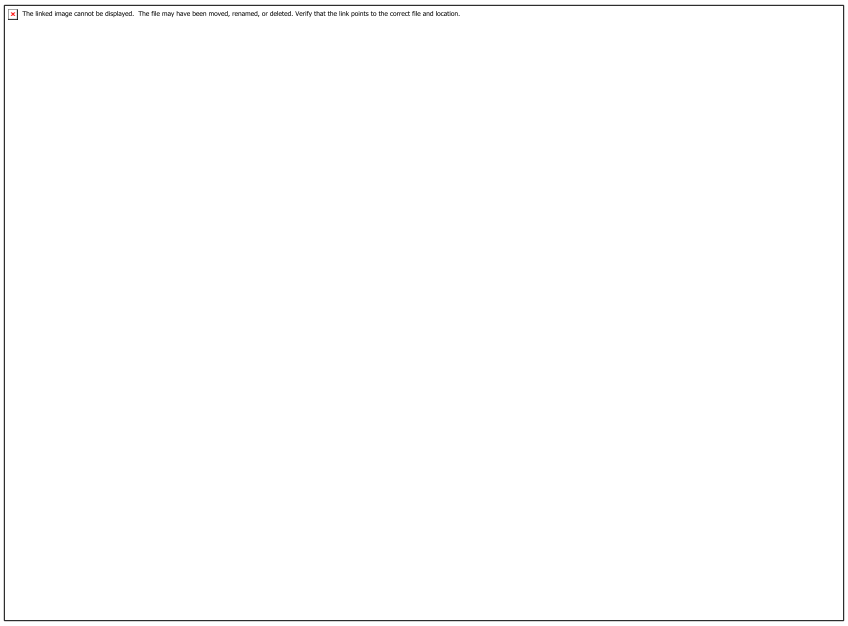

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Figure x.x New Deposit Fields

Field	Description
Date	The date the Deposit should be accounted for.
Cash	Enter the amount of cash included in the Deposit. A deposit calculator is available by pressing the '…' button beside the amount.
Checks	Enter the amount of checks included in the Deposit. A deposit calculator is available by pressing the '…' button beside the amount.
Description	Enter the Deposit Description (typically the number on the deposit slip).

Procedure to Enter a Deposit

- Click on New.
- Select the date of the Deposit.
- Enter the amount of cash for the Deposit.
- Enter the amount of checks for the Deposit.
- Enter a description for the Deposit.

Related Topics
Job Right – Enter Deposits

[TOP]

16. About

Purpose
The About Box displays information about the Focus software.

Accessing the About Box
While in Focus Setup, select About.

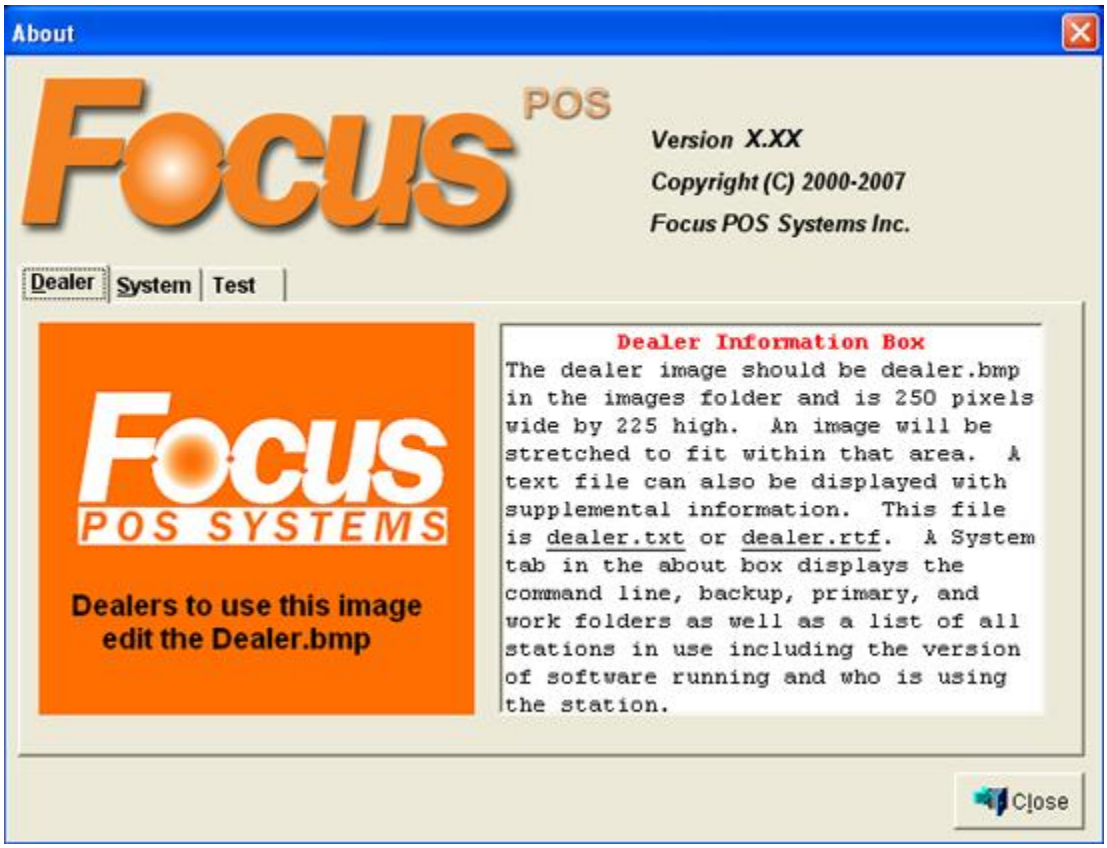

About
Focus POS
Version X.XX
Copyright (C) 2000-2007
Focus POS Systems Inc.
Dealer
System
Test
Focus
POS SYSTEMS
Dealers to use this image
edit the Dealer.bmp
Dealer Information Box
The dealer image should be dealer.bmp in the images folder and is 250 pixels wide by 225 high. An image will be stretched to fit within that area. A text file can also be displayed with supplemental information. This file is dealer.txt or dealer.rtf. A System tab in the about box displays the command line, backup, primary, and work folders as well as a list of all stations in use including the version of software running and who is using the station.
Close

Figure x.x Dealer Window Fields

Filed	Description
Image	The image displayed in the box is named "dealer.bmp".
Information Box	The text in this box is obtained from a file named "dealer.txt or dealer.rtf".

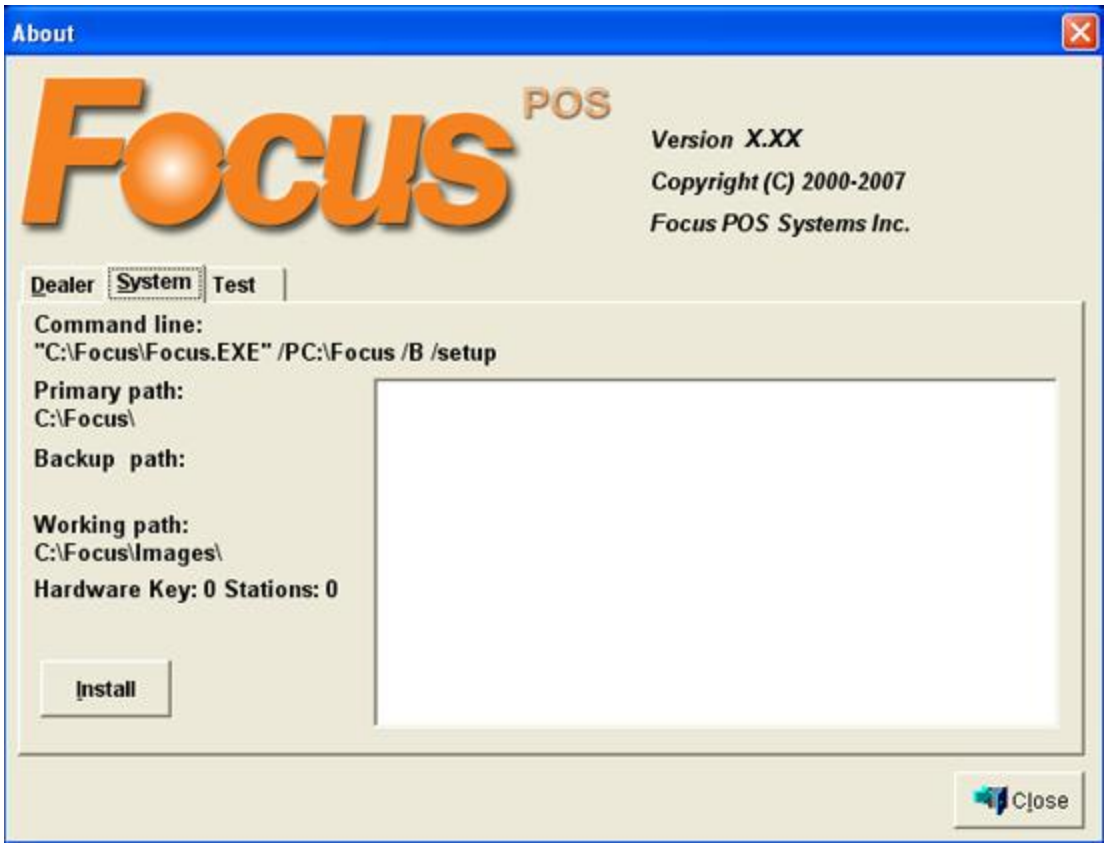


Figure x.x System Window Fields System Tab

Field	Description
Command Line	The path to the Focus executable file.
Primary Path	The path to the Focus server, usually \\Focus\C\Focus
Backup Path	The path to the Focus backup server, usually \\Backup\C\Focus\
Hardware Key	Displays the Hardware key number for the software.
Stations	Displays the number of stations the Hardware key is authorized for.
Options	The following options determine which modules are active for the Hardware Key.
EDC	Credit Card Module
PMS	Property Management Module
BOF	Back Office Module
SCH	Scheduling Module
INV	Inventory Module
CUS	Customer Module
GFT	Gift Card Module
NEP	Net ePay Module

Install	This option creates shortcuts on the desktop to Focus. It also removes the automatic prompting to run scan disk.
Current Users	The list box displays the version of software running on each station. It also displays the user that is currently using the station.

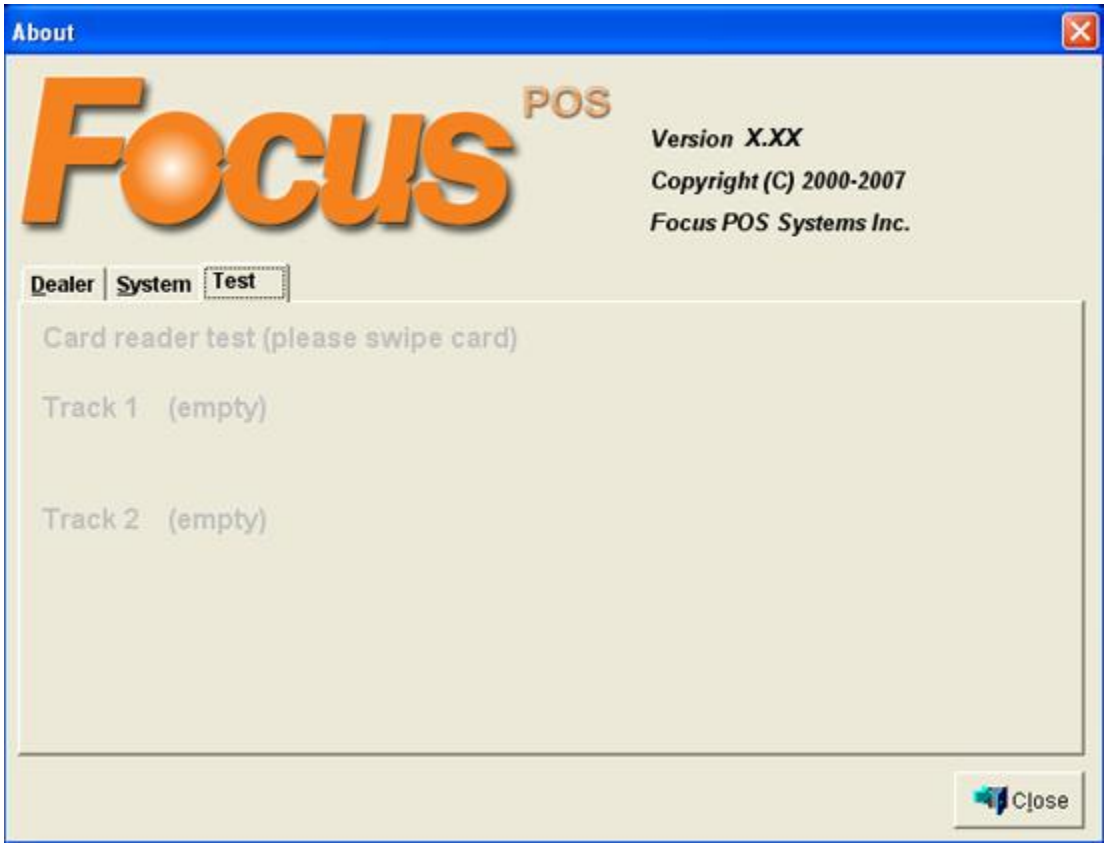


Figure x.x Test Window Fields

Field	Description
Track 1	Displays the information contained on Track 1 of the magnetic card that was swiped.
Track 2	Displays the information contained on Track 2 of the magnetic card that was swiped.

Related Topics (none)

[TOP]